Océ
VarioPrint®
4110/4120

Enjoy productivity

océ

User manual
Operating
information

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Chapter 1
Introduction

Notes for the reader

Introduction

This manual helps you to use the Océ VarioPrint® 4110/4120 . The manual contains a description of the product and guidelines to use and operate the Océ VarioPrint® 4110/4120 .

Definition

Attention Getters

Parts of this manual require your special attention. These parts can provide the following:

- Additional general information, for example information that is useful when you perform a task.
- Information to prevent personal injuries or property damage.

Note, Attention and Caution

The words **Note**, **Attention** and **Caution** draw your attention to important information.

Overview of the attention getters

Word	Icon	Indicates
Note		Tips or additional information about the correct use of the product.
Attention		Information to prevent property damage, for example damage to the product, documents or files.
Caution		Information to prevent personal injuries. The **Caution** indication has several icons that warn against various hazards. The icons are shown below.
Caution		General hazard
Caution		Hot surface
Caution		Electric shock

Word	Icon	Indicates
Caution		Moving parts
Caution		Laser beam
		The use of heat-resistant gloves is mandatory when you carry out the actions concerned.

Safety information

The safety information for this product is included in a separate manual with the title **Safety information**. This manual is part of the documentation set that you received with your product.

Introduction to the Océ VarioPrint® 4110/4120

Introduction

The Océ VarioPrint® 4110/4120 is a professional, productive modular printer. The machine supports several finishing devices. The machine is targeted at productive printing environments and central repros. You can use the machine for the following types of jobs.

- Document printing
- Stream printing
- Transaction printing (optional)
- Copy jobs
- Scan jobs

This section gives a short description of the main features of the machine.

Note:
Not all the configurations mentioned in this user manual are available worldwide. Please contact your local dealer for the available configurations in your country.

Overview of the main features

The main features of the machine are:

- A sustained print speed of 106 - 120 images per minute (A4 80 g/m² / Letter 20 lb bond). This depends on your configuration
- Extensive configuration possibilities, for example the addition of many different finishing devices like a stacker/stapler, a puncher or a booklet maker
- The support of a large range of media, media sizes and media weights
- An excellent print quality
- The possibility to process textured media
- The support of PostScript 3, PCL6, PDF 1.7 in document printing
- The support of streaming PCL5e and IPDS in transaction printing
- An advanced scheduling concept on the operator panel to keep the machine running

Available documentation

Introduction

This machine is delivered with a documentation set that consists of the following items.

- A CD-ROM with all the manuals and quick reference cards mentioned below.
- A hardcopy user manual entitled 'Safety information'.

Note:
Please check www.oce.com for the latest version of the documentation.

Main content of the user manuals

The following table gives an overview of the main content of the user manuals.

Main content of the user manuals

User manual	Main content
Operating information	■ Overview of the main system components ■ Work with the operator panel ■ Carry out print jobs, copy jobs and scan jobs ■ Handle and manage the jobs on the operator panel ■ Add media, toner and staples
Safety information	■ Instructions for safe use ■ Safety data sheets

Available quick reference cards

The following quick reference cards are available:

- How to make a basic copy
- How to scan now and print later
- How to carry out scan-to-email jobs
- How to carry out scan-to-file jobs

Chapter 2
Power information

The power modes

Introduction

This section describes the power switches and the main power modes of the machine. The table in this section describes, among other things, the low-power mode and the sleep mode. These modes are energy save modes. You can set the timers for these modes in the Settings Editor on the controller. Furthermore, you can set a calendar timer in the Settings Editor. Then the machine will wake up from the sleep mode at the indicated time. You can use the calendar timer for example to make sure that the machine is ready for use at the beginning of your working day. The machine can warm up before you start your working day.

Description of the power switch and the On/Off button

The machine has the following switch and button to control the power supply.

- Power switch
  The power switch is located behind the front door of the machine. The power switch connects and disconnects the machine to the mains power.
- On/Off button with amber and green LEDs.
  The On/Off button on the machine (see *'Introduction to the main system components and finishing devices'* on page 24) allows you to toggle between the stand-by mode and the sleep mode. This is only possible if the power switch is in the '1' position and the start-up phase is completed.

Description of the main power modes

The main power modes

Power mode	Description	Status of the On/Off button	Status of the Hold button and Release button
Off	The machine is completely off. The power switch is in the 'O' position. There is no power consumption. The machine cannot receive or print jobs.	Off	Off

Power mode	Description	Status of the On/Off button	Status of the Hold button and Release button
Starting up (divided into 2 stages)	Stage 1: After you put the power switch in the 'I' position, but before you press the On/Off button.	Blinking amber	Off
	Stage 2: After you press the On/Off button.	Continuous green	On
Stand-by mode	The machine is ready to print jobs.	Continuous green	On
Run mode	The machine is busy.	Continuous green	On
Low-power mode	The machine automatically enters the low-power mode when the machine has been in the stand-by mode for a defined time and no button was pressed. The machine wakes up when a job arrives in the list of 'Scheduled jobs' or when you press a button. The machine will start to warm up.	Continuous green	On
Going into sleep mode	The machine is preparing to go into the sleep mode.	Blinking amber	On

Power mode	Description	Status of the On/Off button	Status of the Hold button and Release button
Sleep mode	The machine automatically goes from the low-power mode into the sleep mode after a defined time. You can also put the machine into the sleep mode manually. Press the On/Off button to do this. The machine will enter the sleep mode as soon as the list of 'Scheduled jobs' is empty. The machine will wake up from the sleep mode when you press the On/Off button or when the calendar timer expires. The machine will also wake up when a printable job arrives in the list of 'Scheduled jobs', provided that the function 'Automatic wake-up' in the Settings Editor is enabled.	Continuous amber	Off

Turn on the machine

Introduction

This section describes how to turn on the machine when the machine is completely off.

Note:
When the machine is in the sleep mode (see *'The power modes'* on page 16), you must press the On/Off button ⏻ to wake up the machine.

Turn on the machine

1. Put the power switch ⏻ behind the front door of the machine in the 'I' position.
   The On/Off button ⏻ blinks amber while the machine and the controller start up.
   Wait until the operator panel asks you to press the On/Off button ⏻.
2. Press the On/Off button ⏻.
   The On/Off button ⏻ is continuous green.
   The machine warms up.

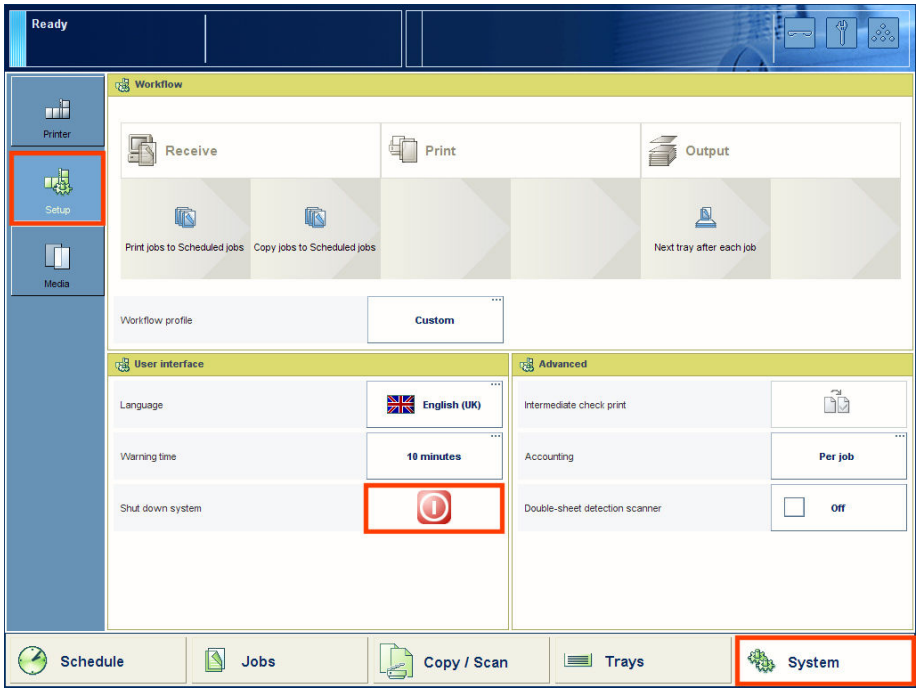
Shut down the machine

Introduction

This section describes how to shut down the machine completely, for example for the holidays.

Note:
If you want to put the machine into the sleep mode manually (see *'The power modes'* on page 16), for example at the end of a working day, you must press the On/Off button ⏻. Then the machine will go into the sleep mode as soon as the list of 'Scheduled jobs' is empty. When the machine is in the sleep mode, the On/Off button ⏻ is continuous amber.

Illustration



[10] Shut down the machine

Shut down the machine

1. On the operator panel, press the 'System' button.

2. Press the 'Setup' button.
3. Press the 'Shut down system' button in the 'User interface' section.
   A dialogue box asks you to confirm that you really want to shut down the machine.
4. Press 'Yes'.
   A message indicates when the shutdown will begin. Wait until the following has happened.
   - The Hold button □ and the Release button ▷ are off
   - The On/Off button ⏻ blinks amber
   - The screen of the operator panel is off.
5. Put the power switch behind the front door of the machine in the 'O' position.

Chapter 3
Overview of the system components

Introduction to the main system components and finishing devices

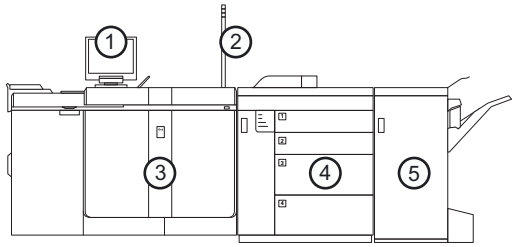
Introduction

The illustrations and tables in this section provide an overview of the following:

- The main components of a default system
- The optional finishing devices.

Please follow the links in the tables for comprehensive information.

The main system components



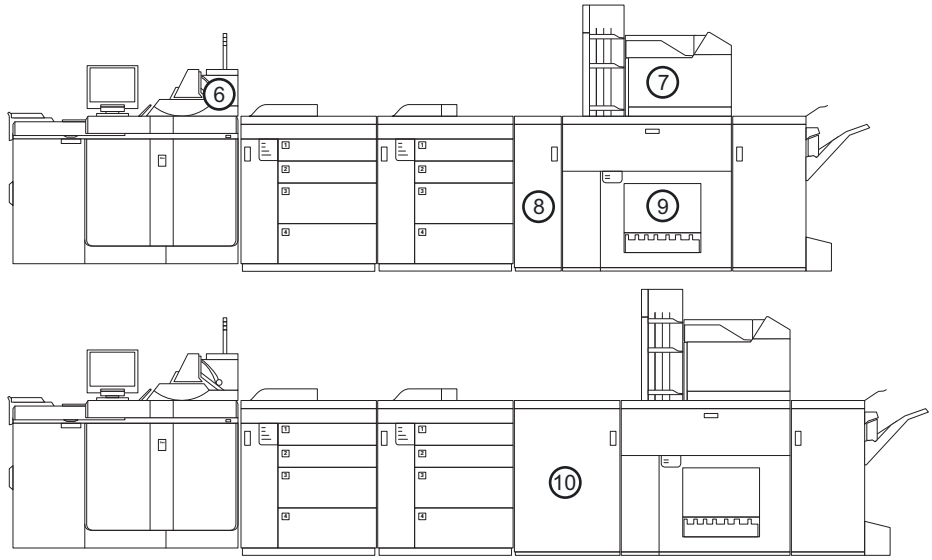
[11] The main system components

The main system components

	Component	Function
1	Operator panel	The operator panel helps you with your daily work, for example the scheduling of the jobs. Furthermore, the operator panel helps you to solve errors (see *'The operator panel'* on page 27).
2	Operator attention light (optional)	The (optional) operator attention light enables you to check the status of the system from a distance (see *'The operator attention light'* on page 30).
3	Engine module	The engine module contains the components that print the media. Access to the engine module is only required when a paper jam occurs or when maintenance is required.

	Component	Function
4	Paper module	The default configuration of the system contains 1 paper module with 4 paper trays. The paper trays contain the media that will be printed. You can add 1 more paper module to the default configuration to increase the media input capacity (see *'The paper module'* on page 35).
5	Stacker/stapler	The stacker/stapler supports a large number of media sizes (see *'The output locations'* on page 32).

The optional finishing devices



[12] The optional finishing devices

The optional finishing devices

	Component	Function
6	Integrated booklet maker	The integrated booklet maker is an output location on top of the engine module. The integrated booklet maker can create simple booklets (see *'The output locations'* on page 32).
7	Finisher	The finisher on top of the stacker adds output capacity to your system. The finisher can staple the jobs (see *'The output locations'* on page 32).

	Component	Function
8	Puncher	The puncher can make holes in the prints. The number of holes depends on the die set that is installed (see *'The output locations'* on page 32).
9	Stacker	The stacker adds output capacity to your system. The stacker can not staple the jobs. (see *'The output locations'* on page 32).
10	Puncher/folder	The puncher/folder can make holes in the prints. Furthermore, the puncher/folder can fold the prints (see *'The output locations'* on page 32).
	External finishers	The machine supports several external finishers. These finishers are not indicated in the illustrations. See the user manuals of these devices for more information.

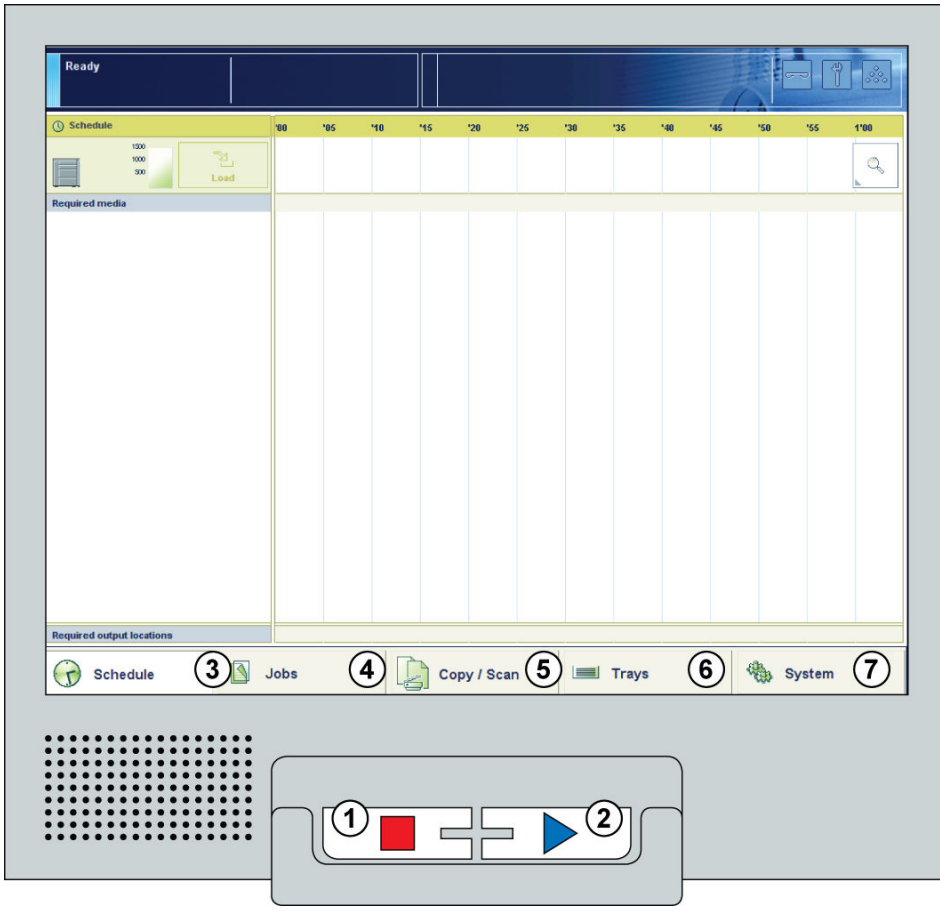
The operator panel

Introduction

The operator panel is a touch screen panel. You must touch the buttons on the operator panel to access the various functions. The operator panel is divided into 5 main views. The taskbar at the bottom of the screen contains the buttons that give access to the 5 main views. Furthermore, the operator panel has 2 hardkeys (□ and ▷) at the bottom of the panel.
This section gives an overview of the main keys and buttons of the operator panel.

Note:
You can clean the screen of the operator panel with a 50% mix of water and isopropyl alcohol (K2). Use a lint-free cloth. Always put the cleaner onto the cloth and not directly on the screen.

Illustration



[13] The operator panel

The main components of the operator panel

The main components of the operator panel

	Component	Function
1	Hold key □	■ Put the machine on hold ■ Stop printing after a set ■ Stop printing as soon as possible (see *'Stop a print job'* on page 50).

	Component	Function
2	Release key ▷	■ Allow the machine to print ■ Resume printing when the machine is on hold.
3	'Schedule' button	Access the 'Schedule' view (see *'Introduction to the 'Schedule' view'* on page 44).
4	'Jobs' button	Access the 'Jobs' view (see *'Introduction to the 'Jobs' view'* on page 53).
5	'Copy/Scan' button	Access the 'Copy/Scan' view (see *'Introduction to the Copy/Scan view'* on page 96).
6	'Trays' button	Access the 'Trays' view (see *'Introduction to the 'Trays' view'* on page 165).
7	'System' button	Access the 'System' view (see *'Introduction to the 'Printer' section'* on page 170). (see *'Introduction to the 'Setup' section'* on page 177). (see *'Introduction to the 'Media' section'* on page 199).

The operator attention light

Introduction

The operator attention light informs you about the status of the machine. To improve the productivity, the operator attention light can warn you some time before the machine stops. You can set the warning time on the operator panel (see *'Change the warning time'* on page 186).

The operator attention light contains 3 lights (red, orange and green) that indicate the current status of the machine. The colours of the lights match the status that is currently indicated on the operator panel. For example, when operator interaction is required soon, both the dashboard (see *'The dashboard'* on page 42) and the operator attention light will display an orange warning. The dashboard displays a message with the required action. This section describes the meaning of the colours of the operator attention light.

[14] The operator attention light

Status colours

The colours of the operator attention light

Colour	Description
Red	The machine has stopped, for example because a required media type is not available or an error has occurred. Operator attention is required now.
Orange	The machine will stop soon, for example because an output location is almost full. The orange light lights up when the machine reaches the warning time. Operator attention is required soon.

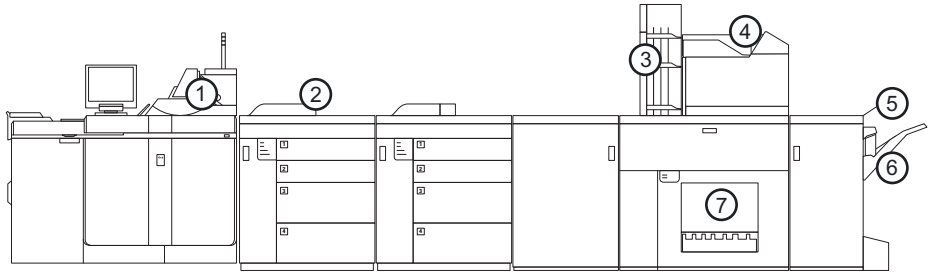
Colour	Description
Green	The machine is busy printing. The machine can print longer than the defined warning time. Operator attention is not required.
All lights off	The machine is idle. There are no jobs scheduled for printing.

The output locations

Introduction

The machine supports several output locations for the printed jobs. You can extend the system with additional output locations. The output locations are the locations that can receive the prints.
This section describes the possible output locations.

Illustration



[15] The output locations

Overview of the output locations

Description of the output locations

	Output location	Description
1	Integrated booklet maker (optional)	The integrated booklet maker produces sorted, folded and stapled booklets (finished booklets). The booklet maker has a capacity of maximum 20 sheets in booklet (80 g/m² or 20 lb bond).
2	System output	The system output is the output location for the following prints. ■ Error prints ■ Configuration reports ■ Job tickets ■ The test sheets for the media registration. Make sure that you regularly remove the sheets from the system output.

	Output location	Description
3	Finisher (optional)	The optional finisher contains the following output trays. ■ 3 output trays ■ 1 upper output (see number 6 below) The finisher contains 2 staple cartridges to staple the jobs. The 3 output trays can receive A4, Letter and similar media sizes. Stapled jobs (A4, Letter and similar media sizes only) go into the output trays. The total capacity of the output trays is 4,500 sheets (80 g/m² or 20 lb bond). *Note:* The output trays cannot receive tab sheets.
4	Finisher upper output (optional)	The finisher upper output is part of the finisher. The upper output can receive all formats. However, the upper output is mainly intended for large media or jobs with mixed size media. The maximum capacity of the upper output is 500 sheets (80 g/m² or 20 lb bond). *Note:* The upper output does not contain staple cartridges. Therefore, the upper output cannot be the output location for jobs that require staples.
5	Stacker/stapler upper output	The upper output is the upper tray of the stacker/stapler. The capacity of the upper output is 250 sheets (80 g/m² or 20 lb bond).
6	Stacker/stapler lower output	The optional stacker/stapler contains 1 staple cartridge to staple the jobs. The staple cartridge can staple your document with 1 or 2 staples. The stacker/stapler can stack and staple various media sizes. The device supports the stapling of mixed media sizes, as long as the width of the media is the same. The capacity of the lower tray is 2,000 sheets (80 g/m² or 20 lb bond).
7	Stacker (optional)	The optional stacker has a capacity of 6,000 sheets, in 2 stacks of 3,000 sheets each (80 g/m² or 20 lb. bond). The stacker does not contain stapler units. Therefore, the stacker cannot be the output location for jobs that require staples.

	Output location	Description
	External finishers	The machine supports several external finishers. These finishers are not indicated in the illustrations. See the user manuals of these devices for more information.

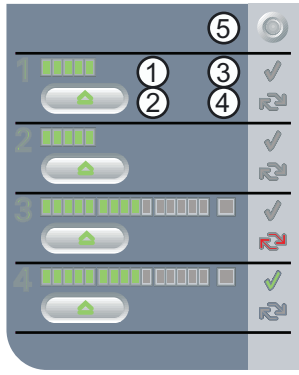
The paper module

Introduction

The paper trays contain the media that are required for the print jobs. The default configuration of the machine contains 1 paper module with 4 paper trays. You can add 1 more paper module to the default configuration to increase the media input capacity. You can find more information about the capacities of the paper trays and the supported media size in the appendix of this manual.
This section describes the control panel on the paper module.

Note:
You can use the control panel on the paper module to open the paper trays and load the media. However, the recommended way to open the paper trays and assign the media is via the 'Schedule' view (see *'Load the media'* on page 48). You can also open the paper trays and/or assign the media via the 'Trays' view (see *'Assign the media to a paper tray'* on page 168).

Illustration



[16] The control panel on the paper module

The control panel

The paper module contains a control panel next to the upper paper tray. The control panel consists of 4 sections that correspond with the 4 paper trays. Each section displays the current filling level of the corresponding paper tray. Furthermore, the control panel indicates whether the media in the paper tray is assigned or not. The following table describes the various parts of the control panel.

The parts of the control panel

Number	Description
1	The LEDs indicate the current amount of sheets in the corresponding paper tray. Each lit-up LED indicates the presence of about 100 sheets (based on media of 80 g/m² or 20 lb bond).
2	Press the button to open the corresponding paper tray. You can only open 1 paper tray at a time.
3	When the check mark is green, the media in the paper tray is defined. The system knows which media is in the paper tray.
4	When the arrows are red, the media in the paper tray is not defined. The system does not know which media is in the paper tray. The 'Trays' view on the operator panel indicates that no media is assigned to the paper tray.
5	The 'Not assigned' button. This button applies to the paper tray where you just put the media. You can press the 'Not assigned' button when you load a new media type into a paper tray without defining this media type on the operator panel first. Then the printer cannot accidentally use the media in this paper tray before the media is correctly defined on the operator panel. You can define the media type in the 'Trays' view on the operator panel later (see *'Assign the media to a paper tray'* on page 168). *Note:* Make sure that the paper tray is open when you press the 'Not assigned' button.

The dual paper tray (optional)

Introduction

Task for operators, key operators

The dual paper tray is an optional high-capacity paper tray. You can use a dual paper tray instead of a standard bulk tray. A standard bulk tray can contain up to 1,700 sheets. A dual paper tray can contain 2 stacks of paper (A4 LEF or Letter LEF). The total capacity of a dual paper tray is about 3,400 sheets.
The following procedures describe how to replace the bulk trays with dual paper trays, and the other way round.

Note:
Do not fill the dual paper tray above the maximum levels as indicated on the 2 stickers inside the paper tray. Put the left-hand paper stack fully against the left edge. Put the right-hand paper stack fully against the right edge.

Before you begin

Make sure that the paper tray you want to replace is empty.

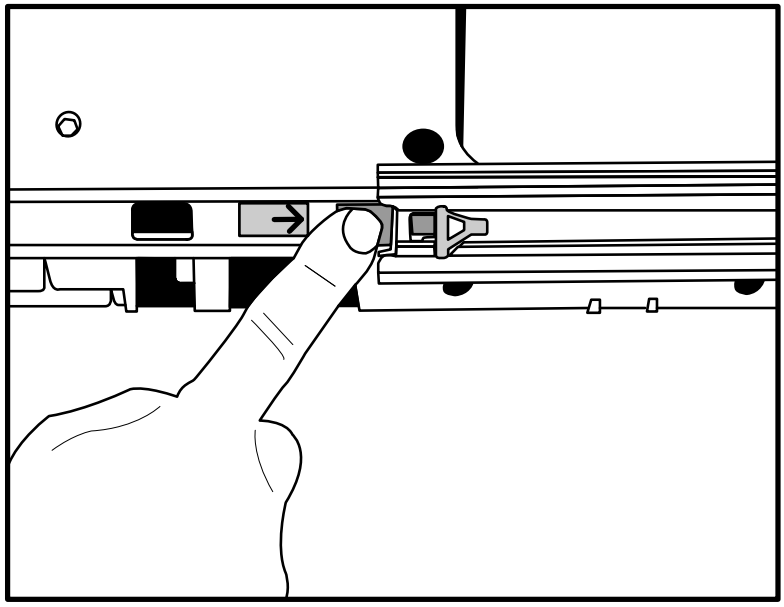
Note:
When the dual paper trays are installed for the first time, a number of adjustments are required. Therefore, Océ service technicians will do the initial installation.

Caution:
The bulk trays and the dual paper trays are heavy. Always remove and install the bulk trays and the dual paper trays with 2 persons.

How to remove a bulk tray or dual paper tray

1. On the operator panel, select the 'Trays' view.
2. Press the paper tray where you want to install the dual paper tray.
3. Press 'Open'.
   The rails on both sides of the paper tray contain 2 orange stickers with an arrow.
4. Slide the paper tray out until you see the first orange sticker.
   A spring-lock is situated next to the sticker.

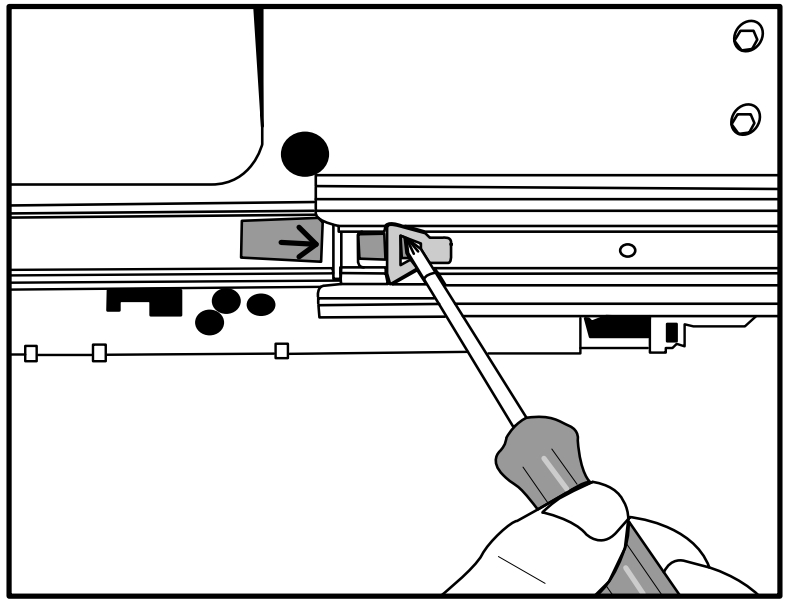
5. Press the spring-lock of the right-hand rail to release the spring-lock.



[17] Release the first spring-lock

6. Slide the paper tray just a little bit from the spring-lock.
7. Repeat the steps 3 and 4 for the left-hand rail.
8. Slide the paper tray further out until you see the second red sticker.
   A spring-lock is situated next to the sticker.

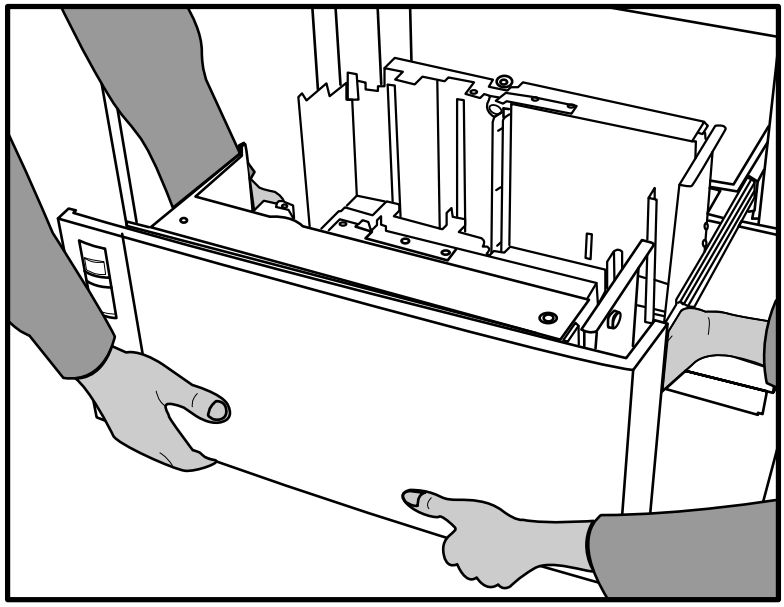
9. Put a screwdriver into the rear hole of the right-hand rail to press the spring-lock.



[18] Release the second spring-lock

10. Slide the paper tray just a little bit from the spring-lock.
11. Repeat the steps 7 and 8 for the left-hand rail.
12. Remove the paper tray.

Remember that 2 persons are required to remove the paper tray.



[19] Remove the paper tray with 2 persons

How to install a bulk tray or dual paper tray

1. Take the paper tray.

Note:
Remember that 2 persons are required to install a paper tray.

2. Slide the rails of the paper tray into the rails of the printer.
   Push the paper tray far enough into the rails to prevent that the paper tray can drop.
3. Close the paper tray.
   The rails of the paper tray are automatically locked in the spring-locks.
   You can now load the media into the paper tray.

Note:
Remember not to load more paper than indicated on the stickers inside the paper tray.

Chapter 4
Work with the operator panel

Introduction

The dashboard

Introduction

The dashboard is the upper blue part of the operator panel. The dashboard is always visible, irrespective of the current view (see *'The operator panel'* on page 27). The dashboard gives the following feedback.

- The status of the system
- The current process
- Instructions for the operator
- The status of the supplies
- The status of the external finisher, if applicable

Illustration

The following illustration shows the dashboard while the machine is busy. The vertical status bar is green. No action is required.

[20] The dashboard - No action is required

The following illustration shows the dashboard while the machine is busy. The vertical status bar is orange. Next to the status bar, the dashboard displays a message that indicates which action is required soon.

[21] The dashboard - Action is required soon

The parts of the dashboard

The dashboard

Number	Function
1	Display the status of the machine, for example 'Initialising...', 'Printing...' or 'Printing will stop...'. Each status message can have a sub-message with additional information.

Number	Function
2	Display the file name of the current job (for document printing) or current stream (for stream printing). Furthermore, the progress of the current job is displayed. For document printing, the counter can display the following information. ■ Set X of Y ■ Sheet X of Y or Sheet X. X represents the current status of the print job. Y represents the total number of sets or sheets of a print job. When the sorting method for a job is set to 'By set', and a set contains at least 40 pages, then the dashboard displays the set count (Set X of Y). When the sorting method for a job is set to 'By page', or when you print stream jobs, then the dashboard only displays a sheet count.
3	Display the action that you must do now or soon. The colours of the vertical status bar at the left-hand side match the colours of the operator attention light (see *'The operator attention light'* on page 30). When the colour is orange or red, a message indicates the required action. Orange means that action is required soon. How long before an upcoming action the operator panel starts to display the message depends on the defined warning time (see *'Change the warning time'* on page 186). Red means that action is required now. *Note:* The operator panel can only display one message at a time. When there are more messages, the operator panel displays the first required or most important message.
4	■ Display the status of the external finisher, if applicable. ■ Display the status of the staple cartridges (see *'Check the status of the staple cartridges'* on page 173). ■ Display the status of the toner reservoir (see *'Check the status of the toner reservoir'* on page 172).

The Schedule view

Introduction to the 'Schedule' view

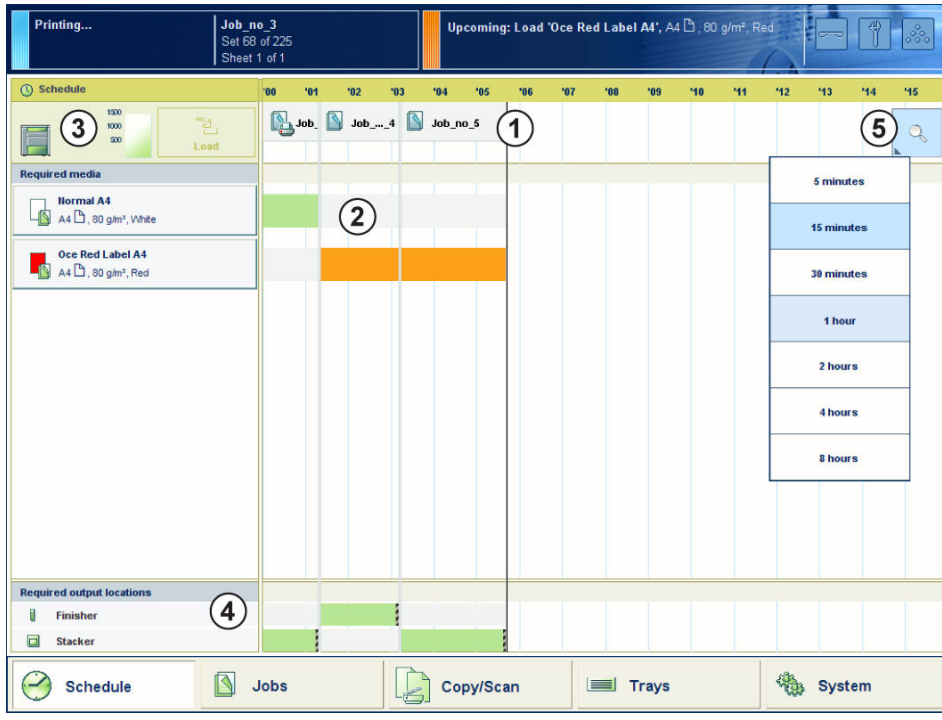
Introduction

The 'Schedule' is your daily planning board for print jobs. The 'Schedule' helps you to keep the machine running.

This section shows and describes the main parts of the 'Schedule'.

Note:
The descriptions of the colours of the bars and the indication of the required amount of sheets are only valid for document printing. For streaming jobs, all the bars remain grey until the paper trays are empty or the output locations are full. Then the machine stops and the bars become red. Furthermore, the media toolbar does not indicate the required amount of sheets.

The 'Schedule' view



[22] The 'Schedule' view

1. The jobs pane

The jobs pane shows the jobs on a timeline. The width of the job corresponds to the (remaining) print time. A vertical line separates the jobs. The vertical line moves to the left as the printing of a job progresses.
An icon and the job name represent a job. The icon indicates the state of the job, for example printing .
Furthermore, the icon indicates the stop moments of the machine. For example, when the setting 'Confirm start of job' in the workflow profiles (see *'Work with the workflow profiles'* on page 179) is set to 'On' or when you use the 'Stop after job' function.

2. The 'Required media' pane

The 'Required media' pane displays the media that are required for each scheduled job. For each required media, the media properties are displayed (see *'Introduction to the 'Trays' view'* on page 165). The bars show the availability of the media. The bars can have the following colours.

The colours of the bars

Colour of the bar	Description
Green	The required media is available.
Orange	The media is required in the future, but not available then. For example because the paper trays do not contain sufficient sheets of the required media.
Yellow	The system cannot determine the exact number of sheets that is available in the paper trays.
Red	The media is required now, but not available. The job can only start when you load the required media.

When you print small jobs, the bars for these jobs may not be completely visible. To prevent that you do not see the status of these small jobs, the operator panel can show the following images.

Note:
When you set the zoom control (5) to a shorter time-scale, in most cases the operator panel will display bars for these small jobs.

The possible display of small jobs

Image	Description
	Green. The required media is available.

Image	Description
	Orange. The media is required in the future, but not available then. For example because the paper trays do not contain sufficient sheets of the required media.
	Red. The media is required now, but not available. The job can only start when you load the required media.

3. The media toolbar

The media toolbar displays the following information for the media that is selected in the 'Required media' pane. Furthermore, the media type toolbar contains the 'Load' button to load and assign the required media.

The icons in the media toolbar

Icon	Description
	The list of 'Required media' shows the required media for the scheduled jobs. When the paper module indicator is completely grey, this means that not one of the required media is available in the paper trays.
	The list of 'Required media' shows the required media for the scheduled jobs. When a paper tray is highlighted in green, the highlighted paper tray contains a media that is required by one of the scheduled jobs.
	The list of 'Required media' shows the required media for the scheduled jobs. When a paper tray is highlighted in blue, the highlighted paper tray contains the media that is also highlighted in blue in the list of 'Required media'.
	A job can require more sheets of a certain media than is available in the paper trays. This indicator indicates the number of extra needed sheets. When no horizontal lines are visible, the paper trays contain enough sheets to print the job.
	A job can require more sheets of a certain media than is available in the paper trays. This indicator indicates the number of extra needed sheets. Each horizontal line indicates the need for about 100 sheets. Here, about 800 extra sheets are required. *Note:* The indicator also indicates the number of sheets that is required when a media is not available in the paper trays.

Icon	Description
	A job can require more sheets of a certain media than is available in the paper trays. This indicator indicates the number of extra needed sheets. Each horizontal line indicates the need for about 100 sheets. Here, more than 1,500 extra sheets are required.

4. The output locations pane

The output locations pane displays the output locations that are required for the scheduled jobs. The bars show the availability of the output locations. The bars can have the following colours.

The colours of the bars

Colour of the bar	Description
Green	The output location is required and available.
Orange	The output location is required in the future, but not available then. For example because the output location will be full soon.
Red	The output location is required now, but not available. For example because the output location is full.

5. The zoom control

The zoom control enables you to adjust the time scale that is visible in the 'Schedule'. When you press the zoom button, a drop-down list appears. Then you can select the desired time scale.

Load the media

Introduction

This section describes how to load the media into a paper tray.
When you load the media via the 'Load' button in the 'Schedule', the paper tray is automatically assigned to the correct media.
When you load and assign the media via the 'Assign' button in the 'Trays' view, you must assign the paper tray to the loaded media manually.

When no external finisher is connected to the machine, you must put all the media types face down and header down into the paper trays. Cyclic media is straight collated. The tabs of tab sheets must be at the right-hand side. When an external finisher is connected to the machine, it is possible that you must put the media into the paper trays in a different way. Refer to the documentation of the external finisher for more information about how to place the media.

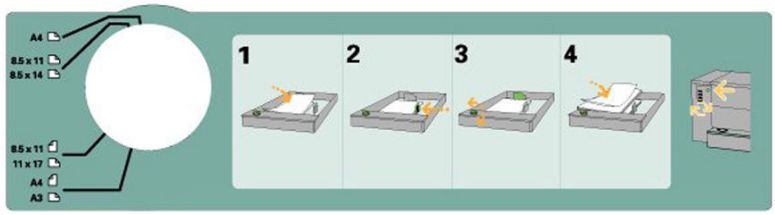
When to do

- The 'Schedule' displays a red bar next to a required media. The red bar indicates that a scheduled job now requires a media that is not available in the paper trays.
- The 'Schedule' displays an orange bar next to a required media. The orange bar indicates that, in the future, a scheduled job requires a media that is not or not sufficiently available in the paper trays.
- The current job requires more of the same media than currently loaded in the paper trays. You can add more of the required media into another paper tray.
- You already want to load and assign media that are required for the next job (work ahead).

Note:
Always put the stack of media at the left-hand side of the paper guides inside the paper trays, as indicated on the sticker inside the paper trays.

Note:
When the finisher is the output location of your jobs, then you must put the oriented media face down, header up into the paper tray.

Illustration



[32] The sticker inside the paper trays indicates how to load the media

Load the media

1. Put a small stack of the media into the paper tray.
2. Pinch the green handle of the right-hand guide and push the guide against the edge of the media.
3. Turn the green knob to adjust the front guide and the rear guide.
4. Put the rest of the media on top of the small stack.

Note:
When you want to assign the media later you must press the 'Not assigned' button (see *'The paper module'* on page 35), as indicated at the right-hand side of the sticker.

Stop a print job

Introduction

When the machine is printing a job, you can stop the machine at the following moments.

- Stop after a set
- Stop after a page
- Stop after a job.

The following table gives an overview of the stop behaviour of the machine. The procedures in this section describe how to stop the machine via the operator panel.

Note:
You can also interrupt a job by ejecting a stack of sheets from the stacker. When you press the eject button next to the stacker door 1 time, the stacker ejects the stack when a set is ready. When you press the eject button 2 times, the stacker ejects the stack as soon as possible.

The stop behaviour of the machine

When does the machine stop

When	Then
You press the Hold key □ 1 time	The machine stops when a set of the active print job is ready. It depends on the set size and the moment you press the key, when the machine will stop. For example, when you have a large set of 1,000 pages and you press the key after the first page, the printing will continue for a couple of minutes.
You press the Hold key □ 2 times	The machine stops as soon as possible (after a page, in most cases within 30 seconds).
You press the 'Stop after job' button in the toolbar of the 'Jobs' view	The machine stops when the selected job is ready. The 'Jobs' view displays a horizontal red and white stop bar below the selected job. The 'Schedule' view displays a vertical stop bar behind the selected job.

When	Then
The '<html>Check first set</html>' setting in a 'Workflow profile' is 'On' (see *'Work with the workflow profiles'* on page 179) and this setting is also enabled in the job	The machine stops each time the first set of a print job is ready. You can check the first set before you continue the print job.
The 'Confirm start of job' setting in a 'Workflow profile' is 'On'	The machine stops each time at the start of a job. You must start each job manually.

Note:
When you print streaming jobs or jobs that consist of 1 large set, you must always press the Hold key □ 2 times to stop the machine as soon as possible.

Stop after a set

1. Press the Hold key □ 1 time.
   The red LED of the Hold key □ starts to blink.
   The machine stops when a set of the active print job is ready.

Stop after a page

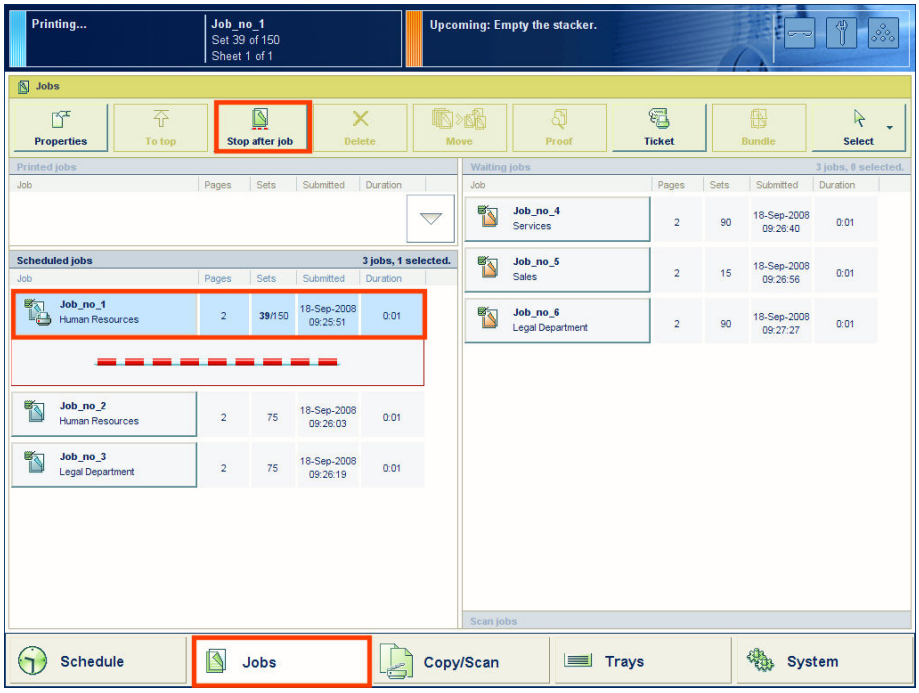
1. Press the Hold key □ 2 times.
   The red LED of the Hold key □ starts to blink.
   The machine stops as soon as possible.

Note:
The memory of the machine can contain up to 50 pages. Therefore, it is possible that the machine prints more than a set before the machine stops.

Stop after a job

1. In the list of 'Scheduled jobs' in the 'Jobs' view, press the job after which the machine must stop.
2. Press 'Stop after job'.

The machine stops as soon as the selected job has been printed. A red and white stop bar indicates that the stop-after-job function is active. Press 'Stop after job' again to remove the stop bar and continue printing.



[33] Stop after job

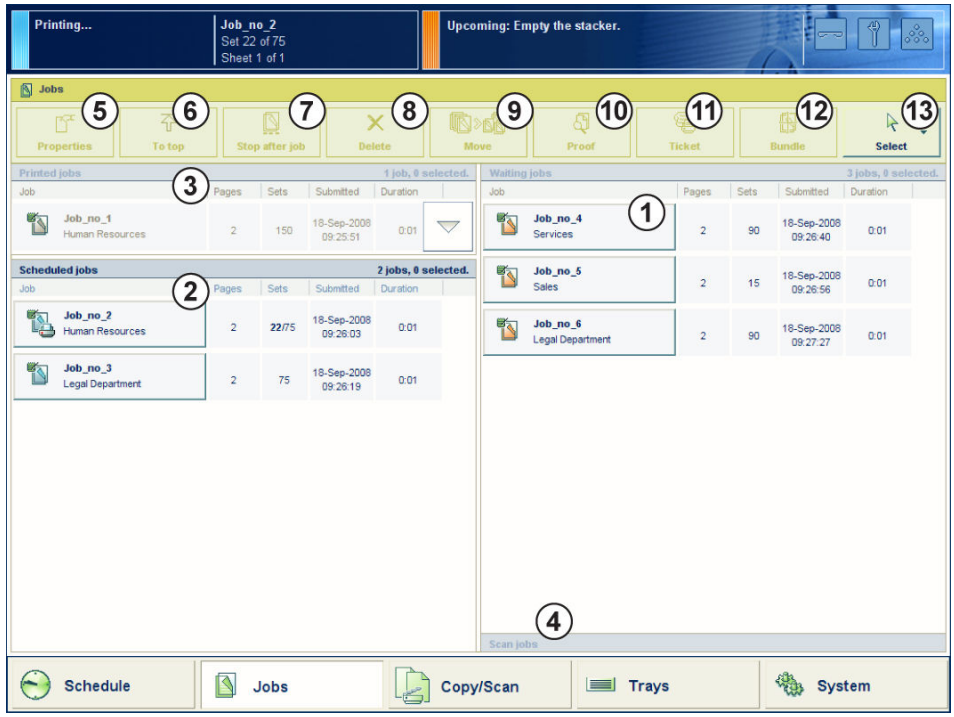
The Jobs view

Introduction to the 'Jobs' view

Introduction

The 'Jobs' view enables you to manage the print jobs on the machine locally. This section describes the items of the 'Jobs' view.

Illustration



[34] The 'Jobs' view

The items of the 'Jobs' view

Description of the 'Jobs' view

Num-ber	Item	Function
1	'Waiting jobs'	Display the jobs that are not yet scheduled for printing.

Number	Item	Function
2	'Scheduled jobs'	Display the active print job and the jobs that are scheduled for printing.
3	'Printed jobs'	Display the jobs that were printed successfully. The system only moves the printed jobs to the list of 'Printed jobs' when the setting 'Job history' in the Settings Editor is enabled.
4	'Scan jobs'	Display the jobs that are scanned.
5	'Properties' button	Check or change the properties of a job. The button is only enabled when you select 1 job. *Note:* You can also press a job 2 times to check or change the properties of that job.
6	'To top' button	Give priority to a scheduled job. The job is printed when the active print job is ready (see *'Give priority to a scheduled job'* on page 61). The button is only enabled when you select 1 job.
7	'Stop after job' button	Stop the machine after a selected job (see *'Stop a print job'* on page 50). The button is only enabled when you select 1 job.
8	'Delete' button	Delete the selected job(s) (see *'Delete a job'* on page 62). The button is enabled when you select 1 or more jobs.

Number	Item	Function
9	'Move' or 'Copy' button	■ 'Move' Move a job from the list of 'Waiting jobs' to the list of 'Scheduled jobs' (see *'Schedule a waiting job for printing'* on page 57), or the other way round (see *'Print a scheduled job later'* on page 64).The 'Move' button is only active when you work with jobs in the list of 'Scheduled jobs' or 'Waiting jobs'. ■ 'Copy' Send a copy of a job that has been printed before to the list of 'Waiting jobs' to reprint the job (see *'Reprint a job'* on page 59). The 'Copy' button is only active when you work with jobs in the list of 'Printed jobs'. The button is enabled when you select 1 or more jobs.
10	'Proof' button	Print 1 copy of a job to check whether the result of the print job meets your expectation (see *'Make a proof'* on page 66). The button is only enabled when you select 1 job. *Note:* The proof print is not subtracted from the number of sets you defined for this job.
11	'Ticket' button	Print an overview of the main job settings and job parameters (see *'Print the job parameters'* on page 68). The button is only enabled when you select 1 job.
12	'Bundle' or 'Split' button	Combine a number of jobs into 1 job, for example to create a set of documents that are required for a meeting (see *'Bundle and split jobs'* on page 70).

Num-ber	Item	Function
13	'Select' button	Select a number of jobs at the same time. You can use one of the following. ■ Use 'All' to select all the jobs in the list. ■ Use 'None' to deselect all the jobs in the list. ■ Use 'Invert selection' to turn the selected jobs into deselected jobs, and the other way round. ■ Use '<html>Jobs with available media</html>' to select all the jobs for which the media are currently available in the paper trays (see *'Print all the jobs for which the media are available'* on page 74). ■ Use '<html>Jobs with label</html>' to select all the jobs with a certain label (see *'Print the jobs that have a label'* on page 75). *Note:* The active print job is only selected when the machine is on hold.

Note:
Whether a button is enabled depends on the number of selected jobs, the state of the jobs and the list that is active. Not all of the above settings are available for streaming jobs.

The print function

Schedule a waiting job for printing

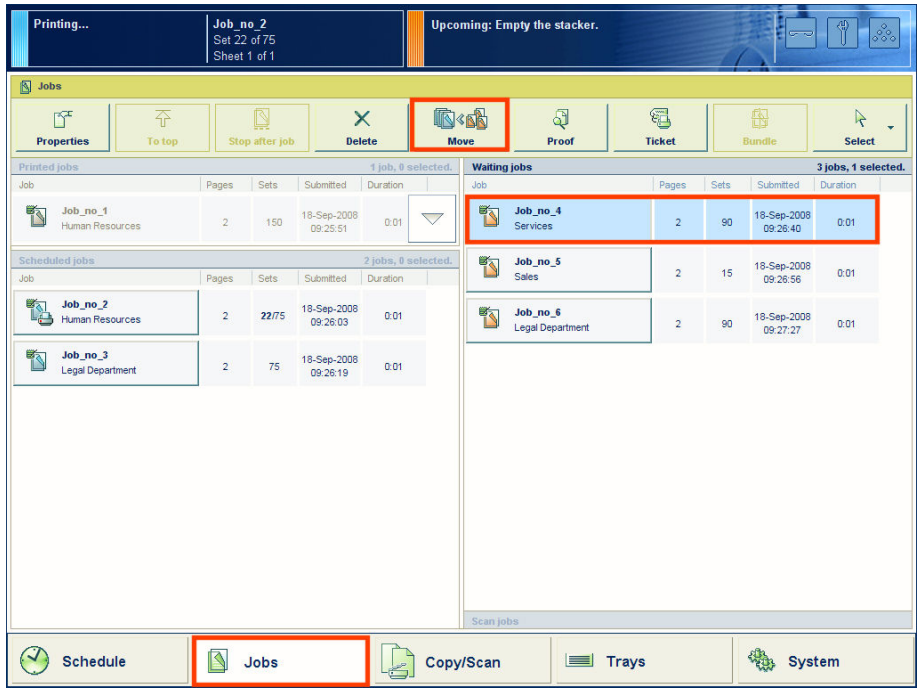
Introduction

When a job is sent to the machine (from a printer driver, a software application or a scanner), the job arrives in the list of 'Waiting jobs' or 'Scheduled jobs'. You can set the preferred destination in the workflow profiles on the operator panel (see *'Work with the workflow profiles'* on page 179).

When you choose to send the jobs to the list of 'Waiting jobs' to have full control over the order in which the jobs will be printed, you must manually move the jobs to the list of 'Scheduled jobs' to print the jobs. However, you can use the options of the 'Select' button to send a number of jobs directly to the list of 'Scheduled jobs'.

This section describes how to schedule a waiting job for printing.

Illustration



[35] Schedule a waiting job for printing

Schedule a waiting job for printing

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs', press the job you want to print.

Note:
You can use the options of the 'Select' button to select a number of waiting jobs at once. You can also press a number of jobs one by one. To undo the multiple selection and only select 1 job, you must press the desired job for 2 seconds. Then only the desired job is selected.

3. Press 'Move'.
   The selected job is moved to the bottom of the list of 'Scheduled jobs'.

Reprint a job

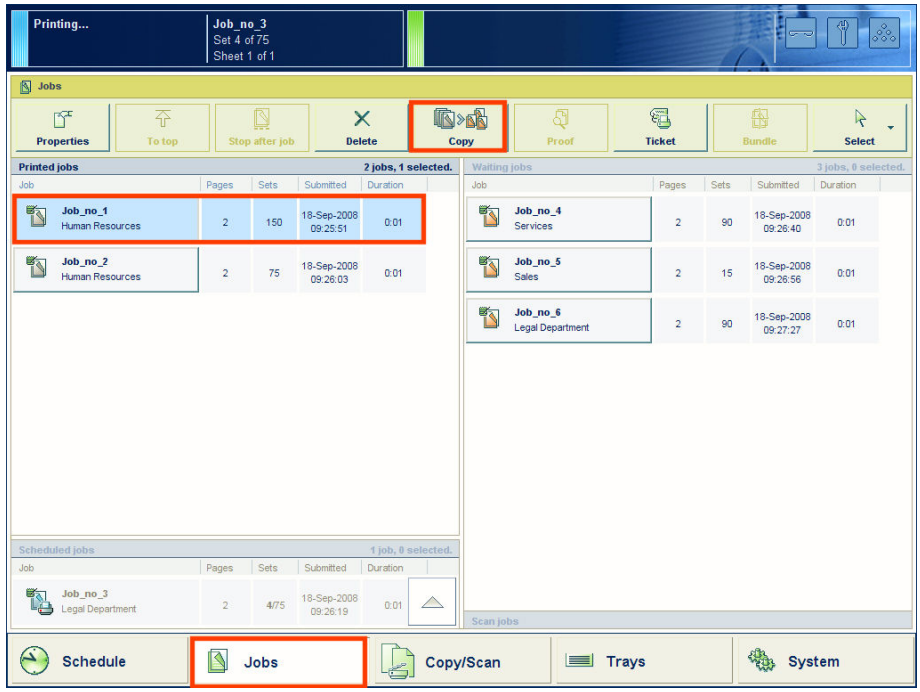
Introduction

When the machine has successfully printed a job, the system can move the job to the list of 'Printed jobs'. This list can temporarily store the printed jobs. The list of 'Printed jobs' is not an archive. It is intended to enable you to reprint a job quicker and easier. Each printed job of day X remains in the list of 'Printed jobs' for 24 hours. Then the jobs of day X are automatically removed from the system on 00.00 hours of day X + 1.

When you reprint a job from the list of 'Printed jobs', the job is not moved. The original job remains in the list of 'Printed jobs'. The system only sends a copy of the job to the list of 'Waiting jobs'. You cannot send a job directly to the list of 'Scheduled jobs'. When you do no longer need a job, you can delete the job from the list of 'Printed jobs'.
This section describes how to reprint a job.

Note:
The system only moves the printed jobs to the list of 'Printed jobs' when the setting 'Job history' in the Settings Editor is enabled.

Illustration



[36] Reprint a job

Reprint a job

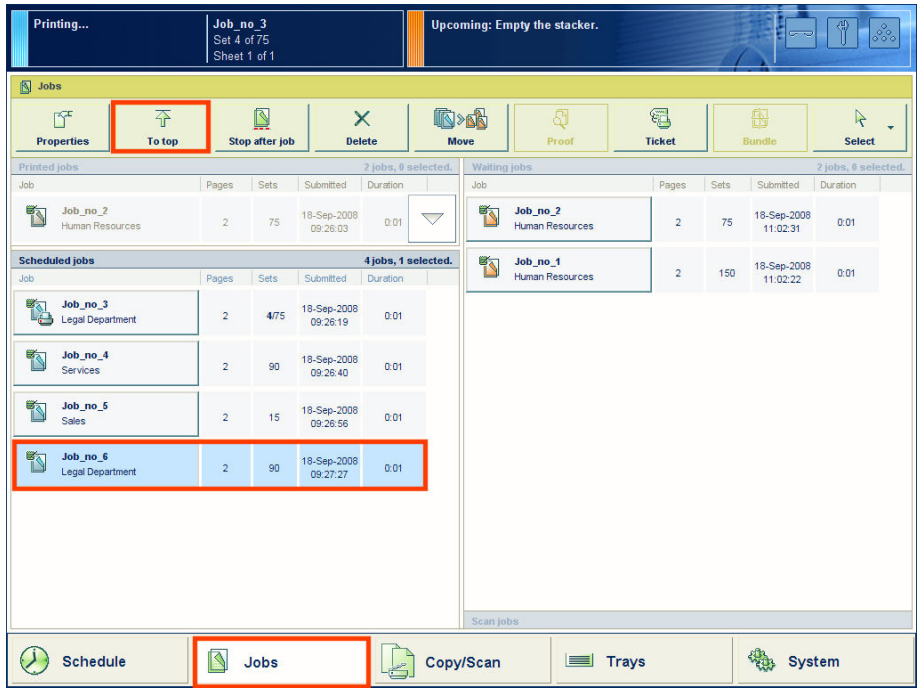
1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Printed jobs', press the job you want to reprint.
3. Press 'Copy'.
   The system sends a copy of the job to the list of 'Waiting jobs'.
4. Press the job in the list of 'Waiting jobs'.
5. Press 'Properties' to change the settings, for example the number of prints.
6. Press 'Move'.
   The job is moved to the bottom of the list of 'Scheduled jobs'.

Give priority to a scheduled job

Introduction

The list of 'Scheduled jobs' contains the jobs that are scheduled for printing. The machine prints the jobs in the order in which the jobs arrive in the list of 'Scheduled jobs'. However, you can give priority to an urgent job in the list. Then that job is printed as soon as the active print job is ready.
This section describes how to give priority to a scheduled job.

Illustration



[37] Move a job to top

Give priority to a scheduled job

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Scheduled jobs', press the job to which you want to give priority.
3. Press 'To top'.
   The job is moved to the position below the active print job.

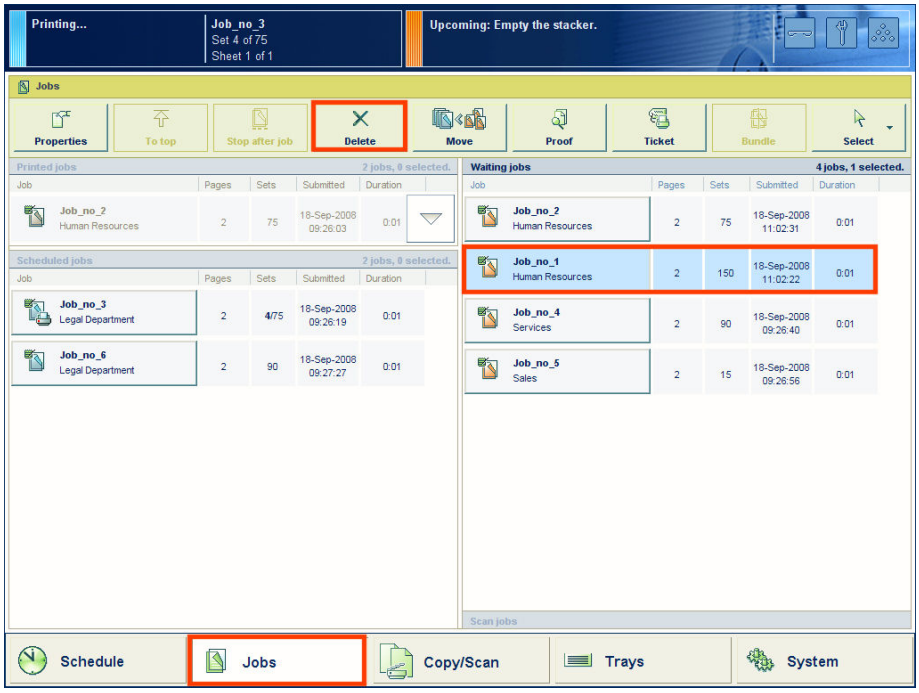
Delete a job

Introduction

You can delete 1 or more jobs at a time from each list in the 'Jobs' view. When you delete a job, the job is removed from the system.
This section describes how to delete a job.

Note:
You can only delete the active print job when the machine is on hold (see *'Stop a print job'* on page 50).

Illustration



[38] Delete a job

Delete a job

1. On the operator panel, press the 'Jobs' button.
2. In one of the lists in the 'Jobs' view, press the job you want to delete.

Note:
You can use the options of the 'Select' button to select a number of jobs at once. You can also press a number of jobs one by one. To undo the multiple selection and only select 1 job, you must press the desired job for 2 seconds. Then only the desired job is selected.

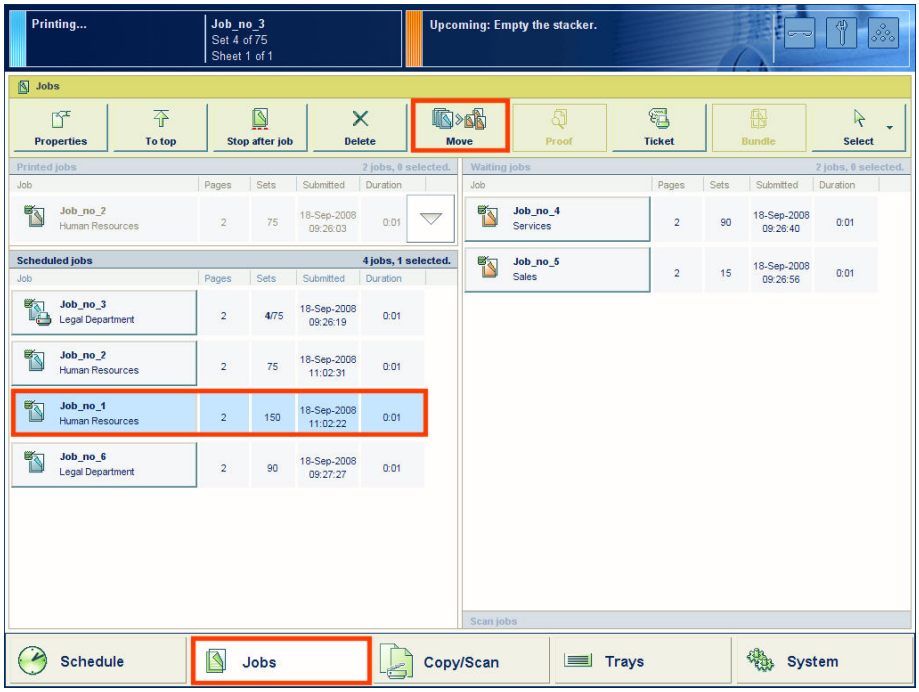
3. Press 'Delete'.
   A dialogue box will ask you to confirm that you really want to delete the selected job.
4. Press 'Yes' to remove the selected job from the list and from the system.

Print a scheduled job later

Introduction

When a job is scheduled for printing, the job is present in the list of 'Scheduled jobs'. However, for various reasons you can choose to print a job later. For example because the required media are not available or because you first want to make a proof (see *'Make a proof'* on page 66).
This section describes how to print a scheduled job later.

Illustration



[39] Print a scheduled job later

Print a scheduled job later

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Scheduled jobs', press the job you want to print later.

Note:
From the drop-down list of the 'Select' button, you can also select 'All', '<html>Jobs with available media</html>' or '<html>Jobs with label</html>' to select more jobs at once, except the active print job. To move the active print job, you must first press the Hold key □. You can also press a number of jobs one by one. To undo the multiple selection and only select 1 job, you must press the desired job for 2 seconds. Then only the desired job is selected.

3. Press 'Move'.
The job is moved to the bottom of the list of 'Waiting jobs'.

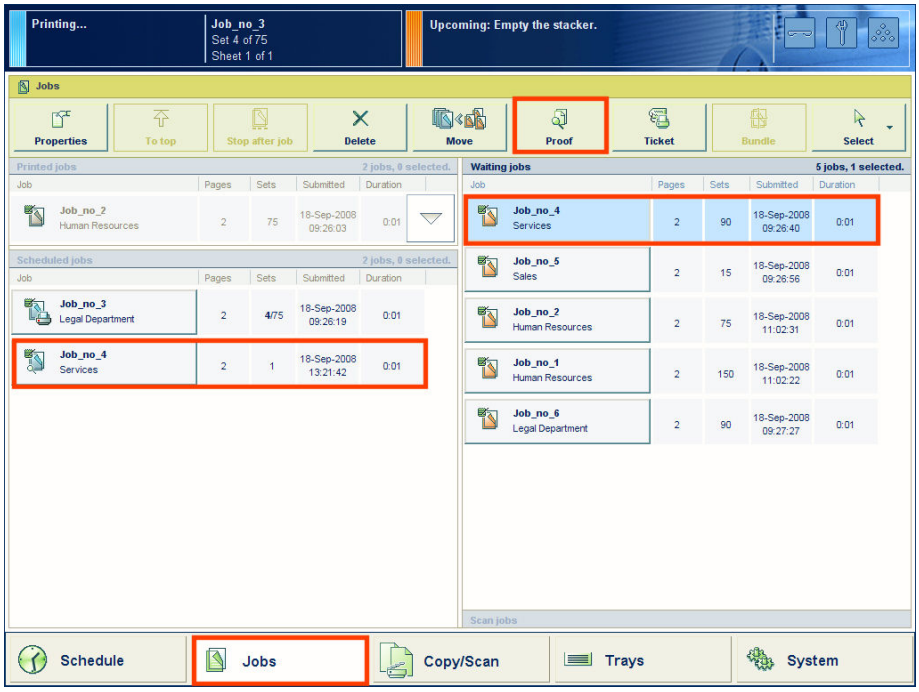
Make a proof

Introduction

You can make a proof to check whether the quality and the layout of the output meet your expectations. When you use the 'Proof' function, the machine prints 1 copy of the job. You can only make a proof for a job in the list of 'Waiting jobs'.
This section describes how to make a proof.

Note:
When you make a proof, the printed set is not subtracted from the defined total number of sets for a job. For example, when you need 10 sets, the printer will still print 10 sets after you made the proof. This is different from the checking of the first set (see *'Check the first set'* on page 80).

Illustration



[40] Print a proof

Make a proof

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs', press the job of which you want to make a proof.

Note:
You can select more than 1 job at a time.

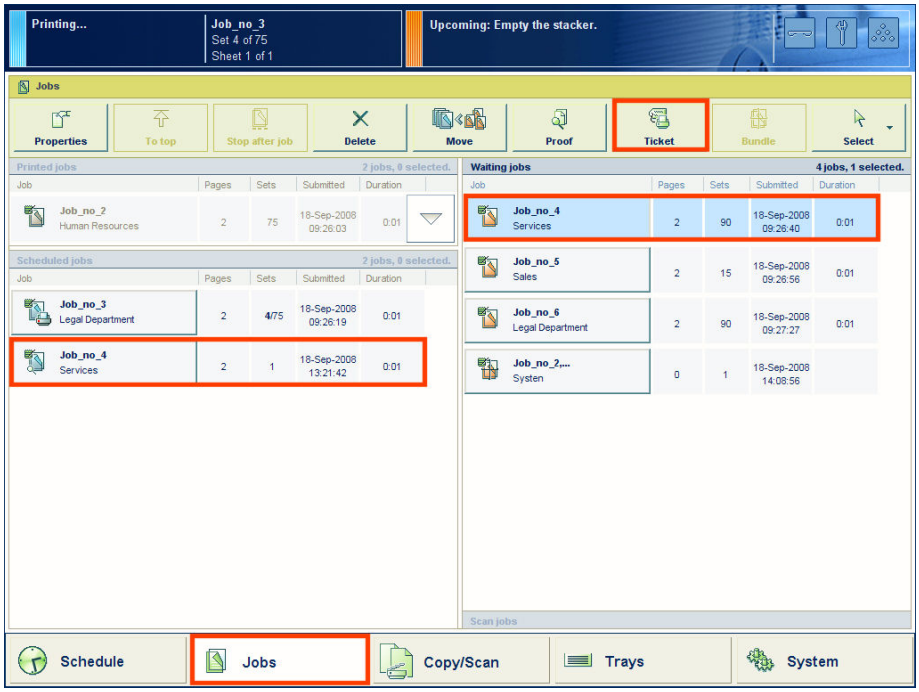
3. Press 'Proof'.
   A copy of the job goes to the bottom of the list of 'Scheduled jobs'.
   The original job remains in the list of 'Waiting jobs'.
   You can recognise a proof by the magnifying glass on the job icon .

Print the job parameters

Introduction

You can print an overview of the job settings and the job parameters (the so-called job ticket) before you print a job. The overview can show you for example which media the job requires.
This section describes how to print the overview of the job parameters.

Illustration



[41] Print the job parameters

Print the job parameters

1. On the operator panel, press the 'Jobs' button.
2. Press the job of which you want to print the job parameters.
   You can only select 1 job at a time.
3. Press 'Ticket'.
   The job is sent to the bottom of the list of 'Scheduled jobs'. The job may not be immediately visible in the list of 'Scheduled jobs'.
   You can recognise the job by the prefix @_ in front of the job name.

The printed job ticket is sent to the system output (see *'The output locations'* on page 32).

Bundle and split jobs

Introduction

Create a bundled job

If you want to combine 2 or more documents into 1 set, for example to prepare a meeting, you can bundle jobs that are present in the list of 'Waiting jobs'. The original jobs are removed from the list. The bundled job appears at the bottom of the list of 'Waiting jobs'. The system automatically creates a name for the bundled job that is based on the name of the first job in the bundle.
The number of copies for the bundled job is initially set to 1. You can handle the bundled job like any other job. For example, you can move the job to the list of 'Scheduled jobs', edit the job, delete the job or make a proof.

Edit a bundled job

You can define the following properties for a bundled job.

- The order of the jobs in the bundle
- The number of sets
- Whether you want to check the first set of the bundled job.

Note:
This section describes the above in separate procedures. However, you can always access the 'Properties' window and change 1 or more properties at the same time. You cannot change the properties of the individual jobs in the bundle. To do this, you must first split the bundled job. Then you can change the properties of each job.

Split a bundled job

In the list of 'Waiting jobs', you can split a bundled job into the original jobs. The system removes the bundled job. The individual jobs are added at the end of the list of 'Waiting jobs'.

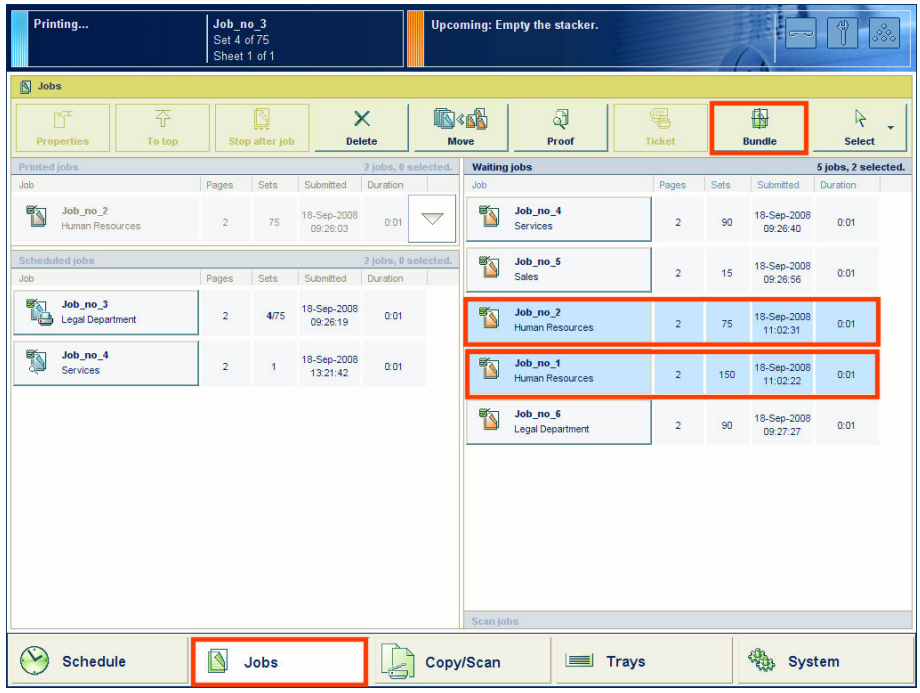
This section describes how to create, edit and split a bundled job.

General information

- When you print a bundled job, the machine prints the number of copies that you indicated for the bundled job. The number of copies of the original jobs is ignored.
- When you stop a job after a set (see *'Stop a print job'* on page 50), the printing stops after 1 copy of the complete bundle.
- The jobs in a bundle are accounted separately under the account ID of the original jobs.
- You cannot combine a bundled job with another bundled job.

Note:
All the jobs in the bundle must have the same output destination. Otherwise, the operator panel displays a warning message. To continue, you must first split the job, then change the individual jobs and finally bundle the jobs again.

Illustration

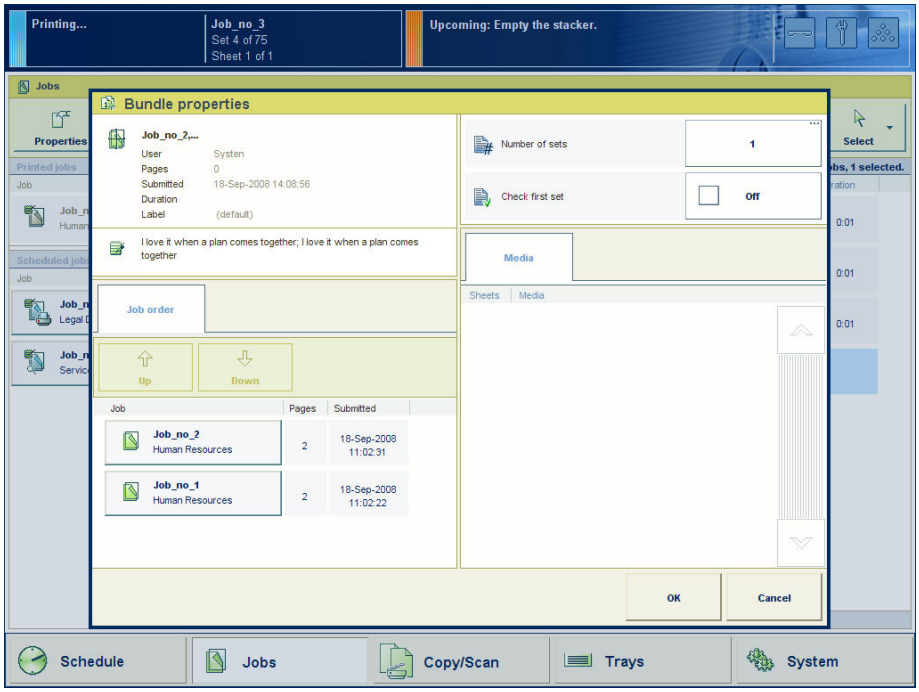


[42] Create a bundled job

Create a bundled job

1. From the list of 'Waiting jobs', select the jobs you want to bundle.
   You can select the jobs one by one, or use one of the options of the 'Select' button.
2. Press 'Bundle'.
   The operator panel displays an overview of the bundled job.
3. If required, use the keys 'Up' and 'Down' in the 'Job order' field to change the order of the jobs.
4. Press 'OK' to accept the job.

Illustration



[43] Edit a bundled job

Change the order of the jobs in a bundled job

1. Select the bundled job.
2. Press 'Properties'.
3. In the 'Job order' field, select the job you want to move.
4. Use the keys 'Up' and 'Down' to move the job to the required position.
5. Press 'OK'.

Change the number of sets for a bundled job

1. Select the bundled job.
2. Press 'Properties'.
3. Press the 'Number of sets' button.
   A numerical keyboard appears.
4. Use the numerical buttons to enter the desired number of sets.

Note:
Press the arrow button <- to correct the previous entry or press 'Cancel' to close the numerical keyboard without saving the changes.

5. Press 'OK'.
   The numerical keyboard disappears.
6. Press 'OK'.

Check the first set of a bundled job

1. Select the bundled job.
2. Press 'Properties'.
3. Press 'Check first set' when the button states 'Off'.
   The text changes from 'Off' to 'On'. A check mark indicates that the checking of the first set is enabled. The machine will automatically go on hold after the first set was printed.
4. Press 'OK'.

Split a bundled job

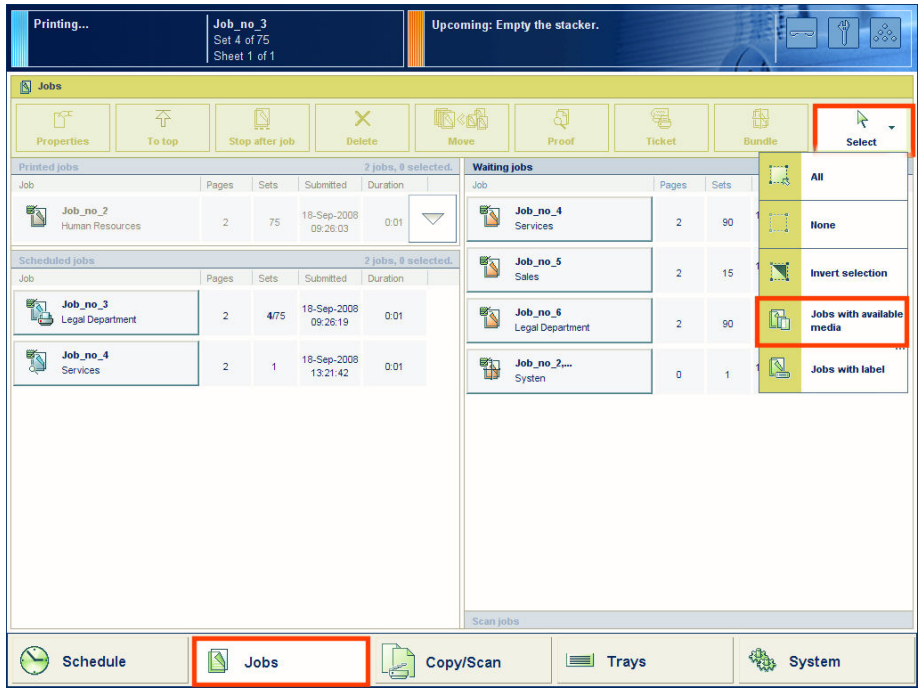
1. Select a bundled job in the list of 'Waiting jobs'.
2. Press 'Split'.
   The system adds the original jobs to the end of the list of 'Waiting jobs'.

Print all the jobs for which the media are available

Introduction

You can select and print the jobs for which the media are currently available in the paper trays all at once. This improves the productivity because a regular change of media types is not required. This section describes how to select the jobs for which the media are present in the paper trays.

Illustration



[44] Select the jobs for which the media are available

Print the jobs for which the media are available

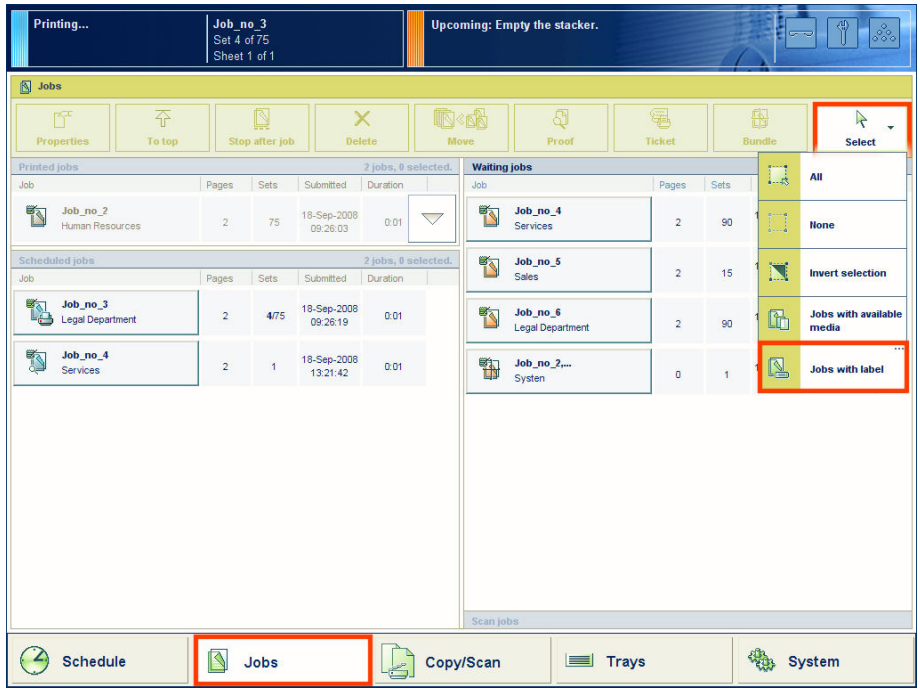
1. On the operator panel, press the 'Jobs' button.
2. Press the 'Select' button.
3. Press '<html>Jobs with available media</html>'.
   The system selects and highlights the jobs for which the required media are available in the paper trays.
4. Press 'Move'.
   The selected jobs are moved to the bottom of the list of 'Scheduled jobs'.

Print the jobs that have a label

Introduction

A label is a name or tag that helps the operator to identify certain jobs on the operator panel. When a job is sent to the machine, a label can be added to that job. The label can be any name that helps to identify certain jobs. A label is not connected to job settings. The label can be defined in the printer driver, in a job ticket or via an automated workflow. For example, the label ‘Customer X’ can be added to jobs. Then the operator can select and print all the jobs for 'Customer X' at once. The operator can select jobs with a label in the list of 'Waiting jobs' or in the list of 'Scheduled jobs'.
This section describes how to select and print jobs with a certain label.

Illustration



[45] Print the jobs with a label

Print the jobs with a label

1. On the operator panel, press the 'Jobs' button.
2. Press 'Select'.
   A drop-down list appears.

3. Press '<html>Jobs with label</html>'.
   A pop-up window with an overview of the available labels appears.
4. Press the desired label.

Note:
You can select more than 1 label.

5. Press 'OK'.
   The pop-up window disappears.
6. Press 'Move'.
   The selected jobs are moved to the bottom of the list of 'Scheduled jobs'.

Check and change the job properties

Change the number of sets

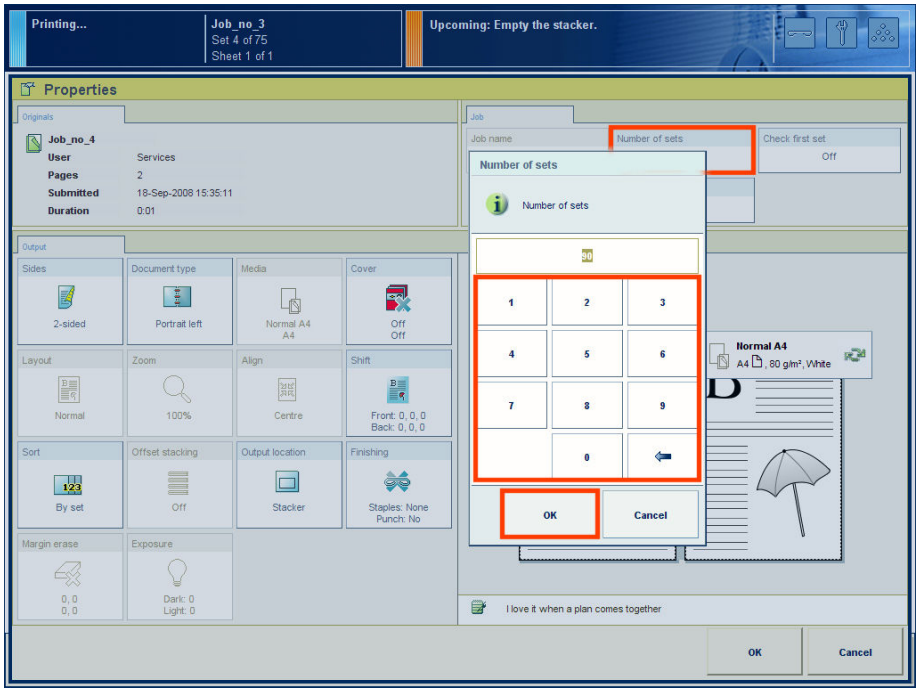
Introduction

Note:
This section applies to changing the settings of a print job or copy job that is already available in the list of 'Waiting jobs' or 'Scheduled jobs'.

When a job is sent to the machine, the desired number of sets will be indicated. However, you can change the number of sets on the operator panel.
This section describes how to change the number of sets for a specific job.

Note:
You can enter any value between 1 and 65,000 for all jobs except the active print job. To change the number of sets for the active print job, you must first press the Hold key □ 1 time. Then you can change the number of sets. You cannot define a lower value than the number of sets that has already been printed.

Illustration



[46] Change the number of sets

Change the number of sets

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.

Note:
You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Press the 'Number of sets' button.
   A numerical keyboard appears.
5. Use the numerical buttons to enter the desired number of sets.

Note:
Press the arrow button <- to correct the previous entry or press 'Cancel' to close the numerical keyboard without saving the changes.

6. Press 'OK'.
   The numerical keyboard disappears.
7. Press 'OK'.

Check the first set

Introduction

Note:
This section applies to changing the settings of a print job or copy job that is already available in the list of 'Waiting jobs' or 'Scheduled jobs'.

You can indicate that you want to print 1 set of a job first to check the print quality. When the print quality meets your expectations, you can continue the job.

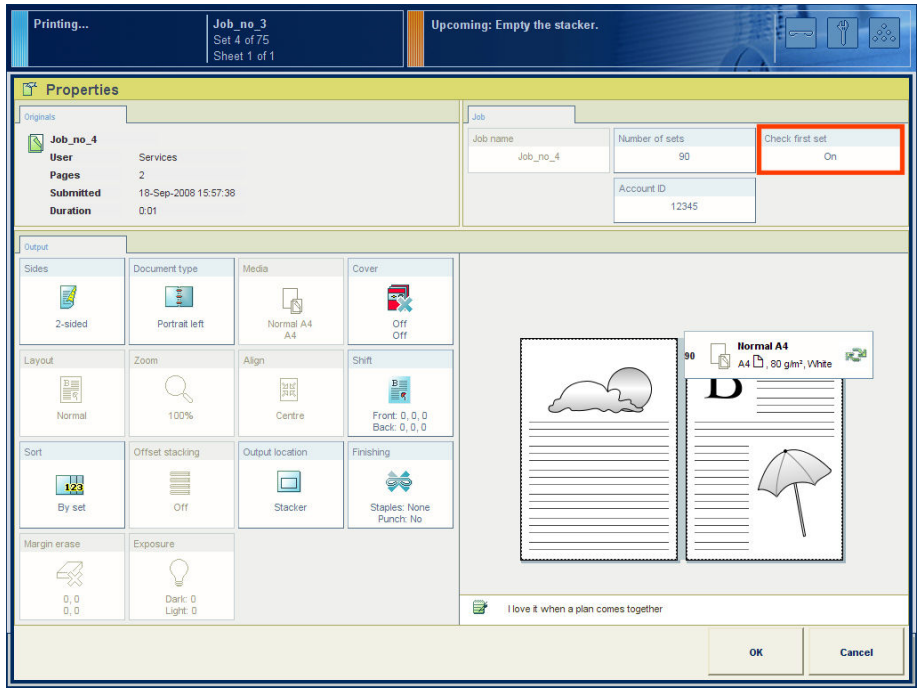
You can use 1 of the following methods to indicate that you want to check the first set.

- Use a workflow profile where 'Check first set' is enabled (see *'Work with the workflow profiles'* on page 179. Then the machine always prints 1 set before the entire job is printed. The machine goes on hold after 1 set is printed.
- Enable the function 'Check first set' in the 'Properties' option of the 'Jobs' view for a specific job only. However, this only works when the setting 'Check first set' in the workflow profiles is set to '<html>As in job</html>' (see *'Work with the workflow profiles'* on page 179).

This section describes how to indicate that you want to check the first set for a specific job only.

Note:
When you use the function 'Check first set', the printed set is subtracted from the indicated total number of sets for a job. For example, when you need 10 sets, the machine will print the first set and then stop. When you continue the job, the 9 remaining sets are printed. This is different from the making of a proof (see *'Make a proof'* on page 66).

Illustration



[47] Check the first set

Enable the checking of the first set

Note:
You cannot enable the checking of the first set for the active print job or a job in the list of 'Printed jobs'.

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.

Note:
You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Press 'Check first set' when the button states 'Off'.
The text changes from 'Off' to 'On'. A check mark indicates that the checking of the first set is enabled. The machine will automatically go on hold after the first set is printed.

5. Press 'OK'.

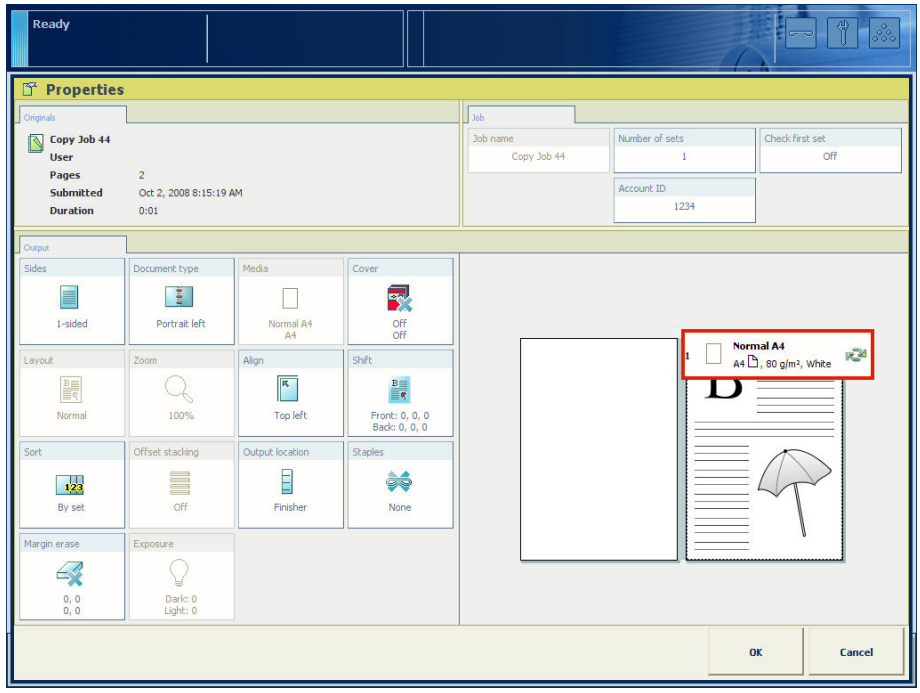
Change the media

Introduction

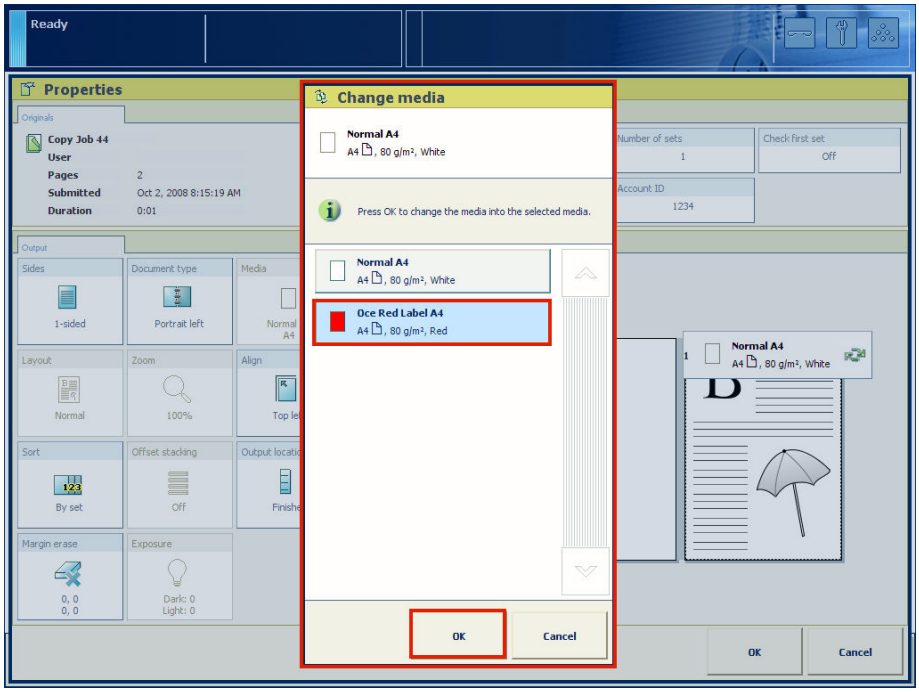
Note:
This section applies to changing the settings of a print job or copy job that is already available in the list of 'Waiting jobs' or 'Scheduled jobs'.

When a job is sent to the machine, the desired media will usually be indicated in the job ticket. However, you can replace the indicated media by another media from the media catalogue with the same size.
This section describes how to change the media for a specific job. The following 3 illustrations give an impression of the screens you will see when you change a media in the 'Properties' window.

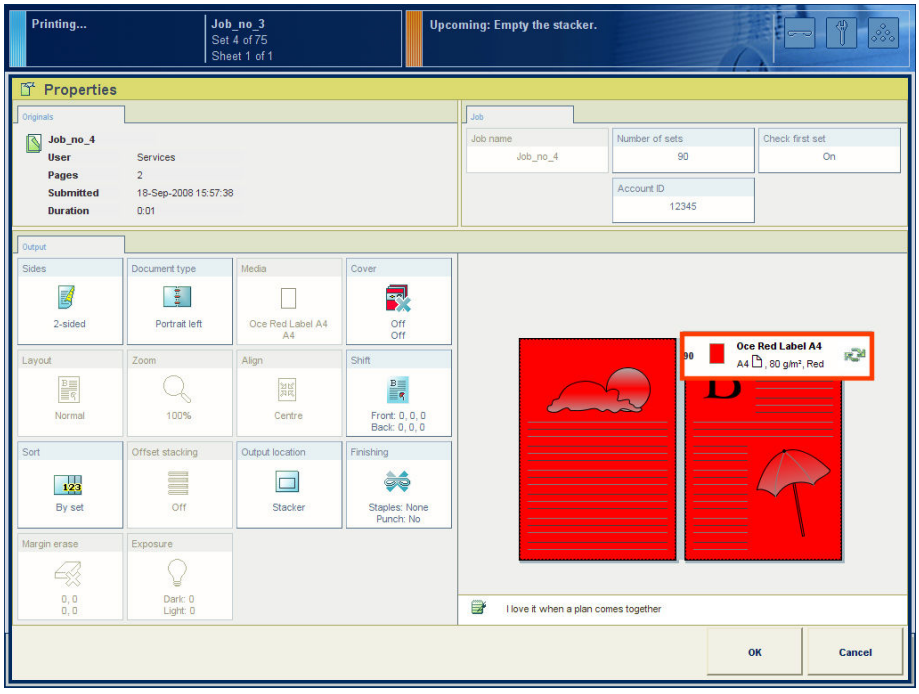
Illustration



[48] Select the media to replace



[49] Select another media



[50] The media is changed

Change the media

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.

Note:
You cannot select the active print job.

3. Press 'Properties'.

Note:
You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. In the preview section, press the button of the media you want to change (see *'Change the media'* on page 83).
   When the Media catalogue contains media with the same size, the operator panel will display a list of these media (see *'Change the media'* on page 83).
5. Select the new media you want to use.
6. Press 'OK'.
   The new media is assigned to the job (see *'Change the media'* on page 83).
7. Press 'OK'.

Change the output location

Introduction

Note:
This section applies to changing the settings of a print job or copy job that is already available in the list of 'Waiting jobs' or 'Scheduled jobs'.

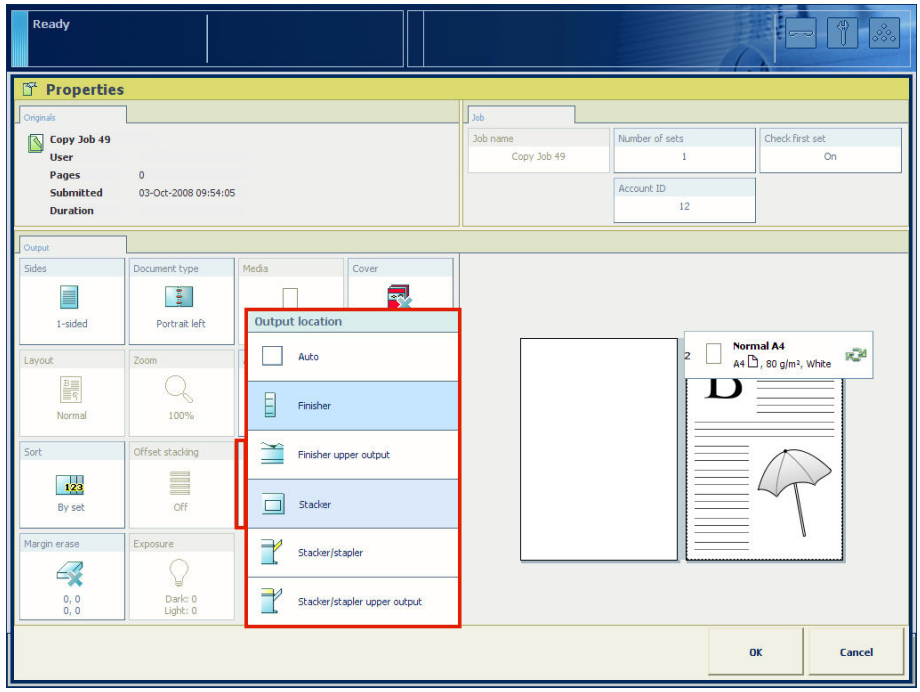
In the Settings Editor, you can set the default output location for print jobs. However, you can change the output location on the operator panel for each job individually. Depending on the configuration of your system, you can select one of the following output locations.

- Finisher upper output
- 'Finisher'
- 'Stacker'
- Stacker/stapler
- Stacker/stapler upper output
- 'External finisher'.

This section describes how to select another output location for a specific job.

Note:
There must be a match between the selected output location and the job requirements. For example, when a job does not require staples, you can select any output location. When a job requires 1 or 2 staples, you can only select the output locations that can staple the jobs, for example Finisher or External finisher because the Stacker cannot staple the jobs. When you make a combination that is not possible, the operator panel displays an error message.

Illustration



[51] Change the output location

Change the output location

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.

Note:
You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Press the 'Output location' button.
   A drop-down list with the available output locations appears.
5. Select the desired output location.
   The button displays the selected output location.

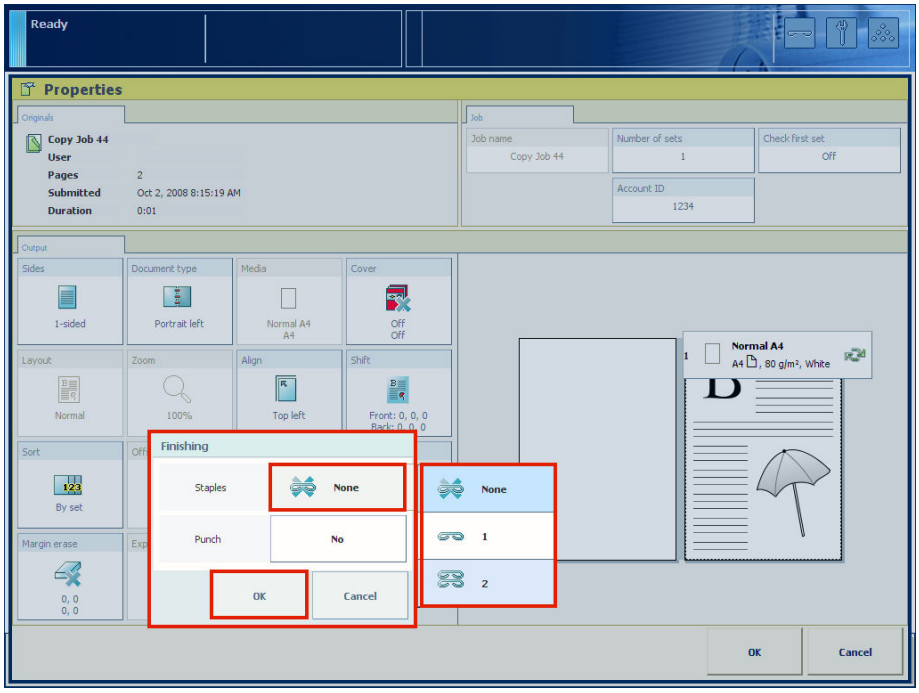
Change the number of staples

Introduction

Note:
This section applies to changing the settings of a print job or copy job that is already available in the list of 'Waiting jobs' or 'Scheduled jobs'.

When a job is sent to the machine, a desired number of staples for that job can be indicated. However, you can change the number of staples on the operator panel.
This section describes how to change the number of staples for a specific job.

Illustration



[52] Change the number of staples

Change the number of staples

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.

Note:
You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Press the 'Staples' button.
5. Select the desired number of staples.
   The 'Staples' button displays the selected number of staples.

Change the sorting method

Introduction

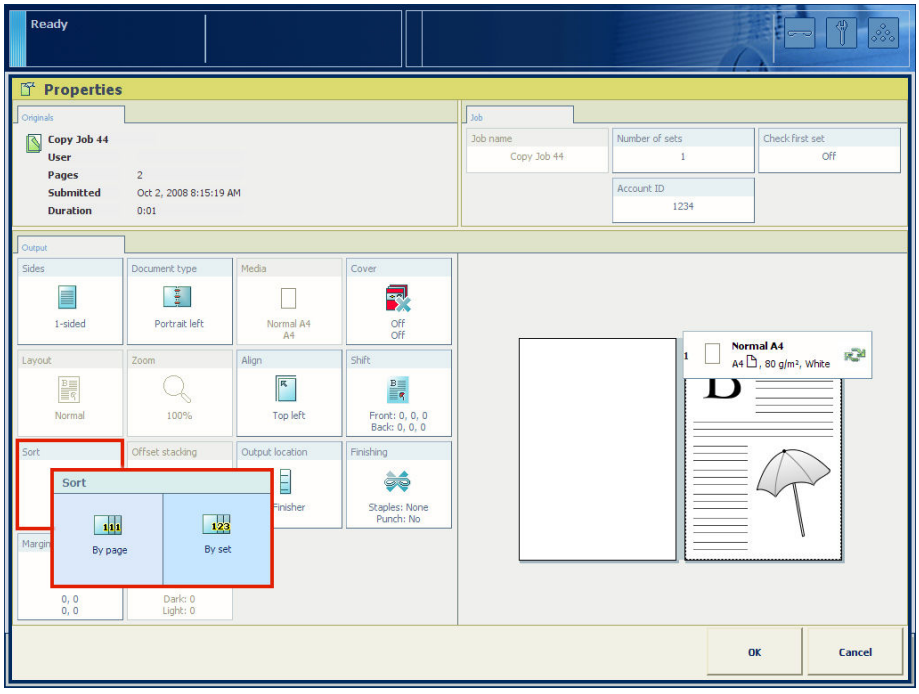
Note:
This section applies to changing the settings of a print job or copy job that is already available in the list of 'Waiting jobs' or 'Scheduled jobs'.

When a job is sent to the machine, the sorting method is usually defined by the Settings Editor. However, you can change the sorting method on the operator panel. You can select one of the following.

- 'By set'
  The pages will be sorted in the order 123, 123, 123.
- 'By page'.
  The pages will be sorted in the order 111, 222, 333.

This section describes how to change the sorting method for a specific job.

Illustration



[53] Change the sorting method

Change the sorting method

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.

Note:
You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Press 'Finishing'.
5. Press the 'Sort' button.
   The two sorting methods appear.
6. Select the desired sorting method.
   The 'Sort' button displays the selected sorting method.

Change the type of offset stacking

Introduction

Note:
This section applies to changing the settings of a print job or copy job that is already available in the list of 'Waiting jobs' or 'Scheduled jobs'.

You can use the function 'Offset stacking' to create a visible distinction between sets or jobs in an output location. When 'Offset stacking' is enabled, each set or job will be stacked with an offset compared to the previous set or job. You can set the default type of offset stacking in the workflow profile on the operator panel (see *'Work with the workflow profiles'* on page 179). The following table describes when you can change the type of offset stacking for specific jobs.

Possibility to change the type of offset stacking per job

When	Then
The type of offset stacking is set to '<html>Sets (as in job)</html>'	You can change the type of offset stacking per job via the 'Properties' window in the 'Jobs' view.
The type of offset stacking is set to '<html>Jobs</html>', '<html>Sets (always)</html>', '<html>Banners</html>' or '<html>Off</html>'	You cannot change the type of offset stacking per job. The 'Properties' window displays the system value.

This section describes the following.
- The values you can select in the 'Properties' window when '<html>Sets (as in job)</html>' is set in the workflow profile
- How to change the type of offset stacking per job via the 'Properties' window.

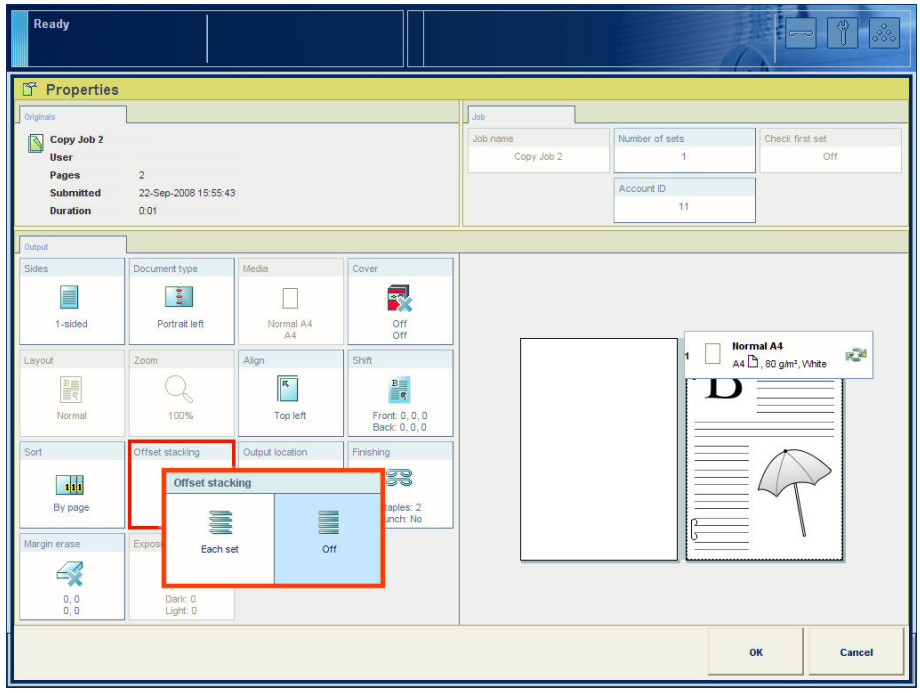
Types of offset stacking in the 'Properties' window

When '<html>Sets (as in job)</html>' is set in the workflow profile, then you can select one of the following types of offset stacking.

Available types of offset stacking in the 'Properties' window

When	Then
You select 'Each set'	All the printed sets are sent to the output location with an offset between the sets.
You select 'Off'	All the printed sets are sent to the output location in one straight stack.

Illustration



[54] Change the type of offset stacking

Change the type of offset stacking

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.

Note:
You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Press the 'Offset stacking' button.
   The two types of offset stacking appear.
5. Press the desired type of offset stacking.
   The 'Offset stacking' button displays the selected type of offset stacking.

Shift the margin or image

Introduction

Note:
This section applies to changing the settings of a print job or copy job that is already available in the list of 'Waiting jobs' or 'Scheduled jobs'.

When you use for example pre-printed media with marked locations for specific text, a misalignment of the text can occur. For example, an address is not exactly placed in the centre of an address field, or an account number is not exactly placed in the appropriate box. To correct these misalignments, you can shift the image. You can shift the images on the front side and back side horizontally and vertically.

When you want to shift the margin or image of an existing job, you can use the following methods.

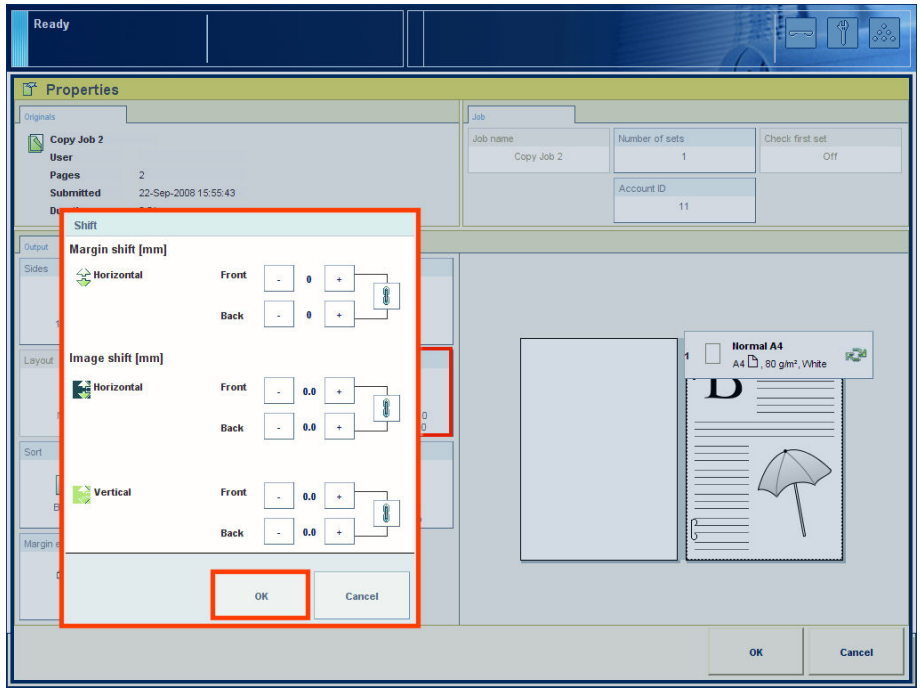
Available methods to shift the image in the 'Properties' window

When	Then
You use the margin shift	Your image will shift from the binding edge. ■ The image for left oriented documents will shift from the left-hand margin. When the sheet is 2-sided, the image at the back side will shift from the right-hand margin. ■ The image for top oriented documents will shift from the top margin. When the sheet is 2-sided, the image at the back side will shift from the bottom margin
You use the image shift	The image will shift from the bottom left corner.

This section describes how to shift the margin or image of an existing job.

Note:
When you want to hide punch holes, use the setting 'Margin erase' (see *'Output settings'* on page 112).

Illustration



[55] Shift the margin or image

Shift the margin or image

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.

Note:
You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Press 'Shift'.
   The two methods to shift the image appear.
5. Press the - or + buttons to shift the image on the front side or back side of the sheet.
   By default, the values of the front side and the back side are interlocked. This means that the values for the front side and the back side remain identical.
   If you want to define a different value for each side, press . The icon changes to the unlocked status. Now you can define the values for the front side and the back side separately.
6. Press 'OK'.

The Copy/Scan view

Introduction to the Copy/Scan view

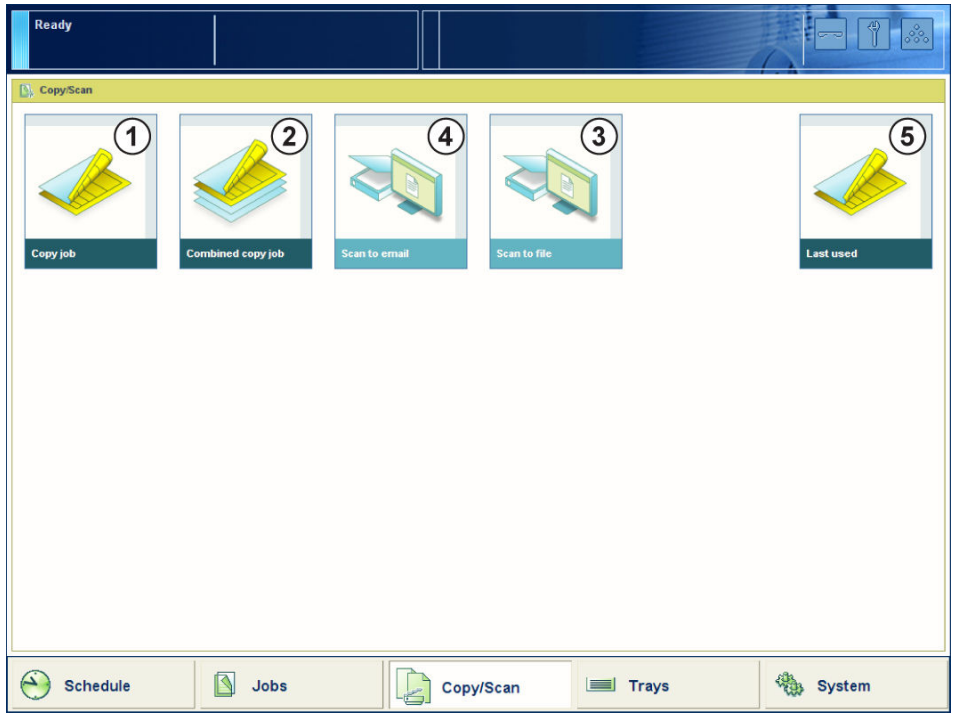
Introduction

The 'Copy/Scan' view is the starting point for all your copy jobs and scan jobs. The 'Copy/Scan' view contains buttons that give access to the creation of copy jobs and scan jobs.

- Select 'Copy job' to copy paper originals that do not consist of several parts (subsets) which require different settings
- Select 'Combined copy job' to copy paper originals that consist of several subsets which require individual settings
- Select a scan profile when the scan function is enabled. The scan function enables you to create a digital document (a file) from paper originals. The system can send this file to a scan server or to an email address, for example. The names of the scan profiles that the 'Copy/Scan' view displays derive from the names that are set in the scan profiles file (.csv file). The scan profiles file is located on the controller. You can retrieve the file from the Settings Editor application on the controller. The scan profiles file allows you to define a large number of scan related settings (see *'The scan profiles file'* on page 141).

This section describes the items of the 'Copy/Scan' view.

Illustration



[56] The 'Copy/Scan' view

The items of the 'Copy/Scan' view

The following table describes the default items of the 'Copy/Scan' view.

The items of the 'Copy/Scan' view

	Item	Description
1	'Copy job'	Use the 'Copy job' button to copy a document without subsets. The settings you define apply to the whole job (see *'Make a basic copy'* on page 118). When you press the 'Copy job' button the copy job window opens. There you can define the settings for both the paper original and the output. In the job window, you can also select a template to carry out a copy job (see *'Use the templates'* on page 124) or add subsets. Use the 'Subsets' button if you want to add subsets (see *'Combine subsets into one document '* on page 120). The window opens with the settings defined in the default template by the operator.
2	'Combined copy job'	Use the 'Combined copy job' button to create one document from different subsets (see *'Combine subsets into one document '* on page 120). When you press the 'Combined copy job' button the combined copy job window opens. There you can define the settings for the first subset. In the job window, you can also select a template to carry out a copy job. The window opens with the settings defined in the default template by the operator.
3	'Scan to file' *	Use the 'Scan to file' button to scan a paper original and create a digital document. The system automatically sends the resulting file to a scan server (see *'Introduction to the scan function'* on page 135). When you press the 'Scan to file' button the job window opens. There you can define the settings for both the original and the file.
4	'Scan to email' *	Use the 'Scan to email' button to scan a paper original and create a digital document. The system automatically sends the resulting file as an attachment to an email address (see *'Introduction to the scan function'* on page 135). When you press the 'Scan to email' button the job window opens. There you can define the settings for both the original and the file.

	Item	Description
5	'Last used'	Use the 'Last used' button to use the settings of the previous copy job for your new copy job. When you press the 'Last used' button the job window opens. This window displays all the settings of the previous copy job. *Note:* The 'Last used' button does not apply to scan jobs or combined copy jobs.

Note:
* The names of the buttons depend on the names that are defined in the scan profiles file.

Original input on the glass plate or into the ADF

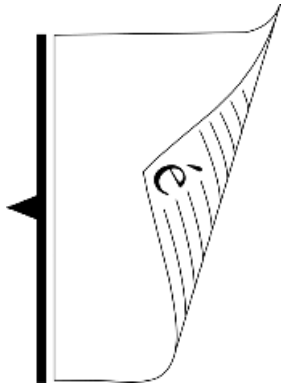
Definition

The procedures that describe the methods to scan documents from the glass plate or from the automatic document feeder (ADF) offer the following suggestions.

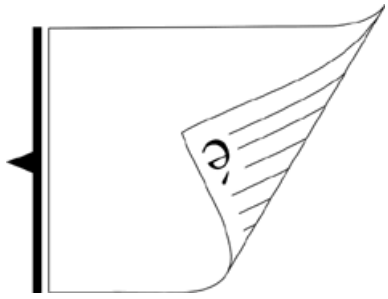
- Put the original face down and in readable form in the upper left-hand corner on the glass plate.
- Put the originals face down and in readable form into the automatic document feeder.

This paragraph explains how to position originals on the glass plate and how to feed originals into the automatic document feeder.

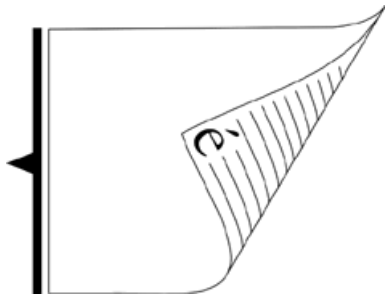
Illustration



[57] Portrait original, long edge feed



[58] Portrait original, short edge feed



[59] Landscape original, short edge feed

Portrait original, long edge feed

- Hold the original in front of you in readable position.
- Turn the original over the long edge.
- Place the original into the automatic document feeder or on the glass plate.

Note:
You get the maximum productivity when you scan A4 originals in long edge feed direction.

Portrait original, short edge feed

- Hold the original in front of you in readable position.
- Rotate the original 90 degrees anti-clockwise.
- Turn the original over the long edge.
- Place it into the automatic document feeder or on the glass plate.

Landscape original, short edge feed

- Hold the original in front of you in readable position.
- Turn the original over the short edge.
- Place it into the automatic document feeder or on the glass plate.

Note:
If you scan an original which long edge size is greater than the vertical glass plate size, you must always use a short edge feed. Long edge feed does not fit into the automatic document feeder.

Glass plate position

Glass plate position

Component	Function
[60] Glass plate scan portrait	Scan a portrait document in vertical position on the glass plate.
[61] Glass plate scan landscape	Scan a landscape document in horizontal position on the glass plate.

Note:
If you scan an original which long edge size is greater than the vertical glass plate size, you must always scan the original in horizontal position.

Access other functions during a copy job or scan job

Introduction

When you access the copy function or scan function from the 'Copy/Scan' view, the machine opens a new window in full screen mode. Because the window is in full screen mode, the buttons that give access to the other functions are not visible. However, you can access the following functions while you define the settings for your copy job or scan job.

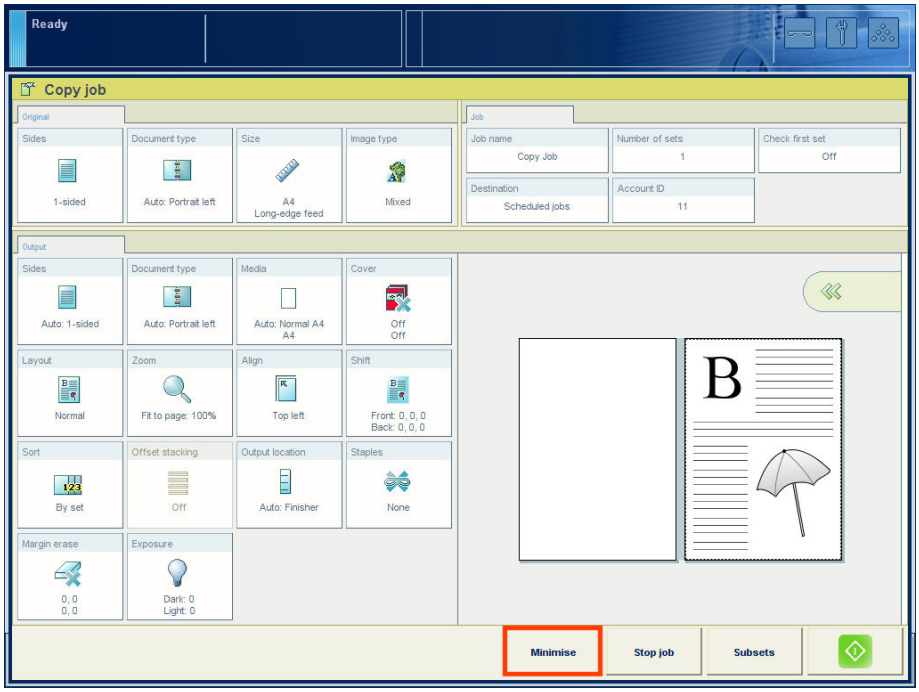
- 'Schedule' view
- 'Jobs' view
- 'Trays' view
- 'System' view.

This section describes the following.

- How to access the other functions while you define a copy job or scan job
- How to get back to the current copy job or scan job

Note:
The machine will remember all the job settings you already defined.

Illustration



[62] Access other functions

Access the other functions

1. Press 'Minimise'.
   The 'Copy/Scan' window appears. The access buttons at the bottom of the operator panel become visible.

Note:
The exclamation mark in the 'Copy/Scan' button indicates that you were defining the settings for a copy job or scan job.

2. Press the button for the function that you need.

Get back to your current job

1. On the operator panel, press the 'Copy/Scan' view.
2. Press 'Resume job'.

You will get back to the window where you were defining the settings for a copy job or scan job.

The zoom behaviour

Introduction

When you carry out a copy job or scan job, you can use the 'Zoom' function to reduce or enlarge an image, for example:

- Copy an A4 original on an A3 sheet. The system enlarges the image
- Copy an A3 original on an A4 sheet. The system reduces the image
- Copy an A4 original with a small illustration on an A4 sheet, and at the same time enlarge the illustration.

By factory default, the zoom function is set to 'Fit to page'. This makes sure that no information is lost. To change the zoom factor manually, press the - and + buttons of the 'Zoom' function in the job window. When you use non-standard size originals, you must use the glass plate. The scanner can not automatically detect the size of the originals on the glass plate. Therefore, you must select the original size manually.

The zoom function for originals in the automatic document feeder is different from the zoom function for originals on the glass plate.

Zoom behaviour

Original	Starting point of the zoom function
Automatic document feeder	Centre
Glass plate	Upper left-hand corner

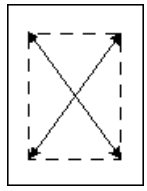
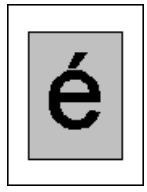
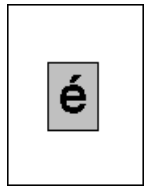
This section describes the characteristics of the zoom function when you use the automatic document feeder or the glass plate.

Note:
The zoom function works identical for both copy jobs and scan jobs.

Scan from the automatic document feeder and use the zoom function

The following table shows the zoom behaviour of the machine when the originals are scanned from the automatic document feeder. The focus is on the centre of the original.

Scan from the automatic document feeder using the zoom function

Illustration	Description
	The original is placed face down and in readable form into the automatic document feeder. The centre of the original is a fixed point and is used as the origin of the image.
	Result of a scan with a 100% zoom factor.
	Result of a scan with a 50% zoom factor. *Note:* The centre of the image is fixed.
	Result of a scan with a 200% zoom factor. *Note:* The centre of the image is fixed.

Scan from the glass plate and use the zoom function

The following table shows the zoom behaviour of the machine when the originals are scanned from the glass plate. The focus is on the upper right-hand corner of the original (upper left-hand corner of the glass plate).

Scan from the glass plate using the zoom function

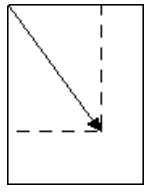
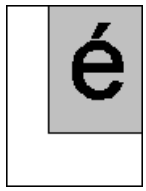
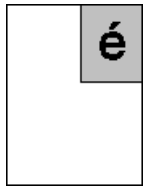
Illustration	Description
	The original is placed face down and in readable form in the upper left-hand corner on the glass plate. The upper left-hand corner of the glass plate is a fixed point and is used as the origin of the image.

Illustration	Description
	Result on paper of a scan with a 100% zoom factor.
	Result on paper of a scan with a 50% zoom factor. *Note:* The upper right-hand corner of the image is fixed.
	Result on paper of a scan with a 200% zoom factor. *Note:* The upper right-hand corner of the image is fixed.

The copy function

Description of the copy job settings

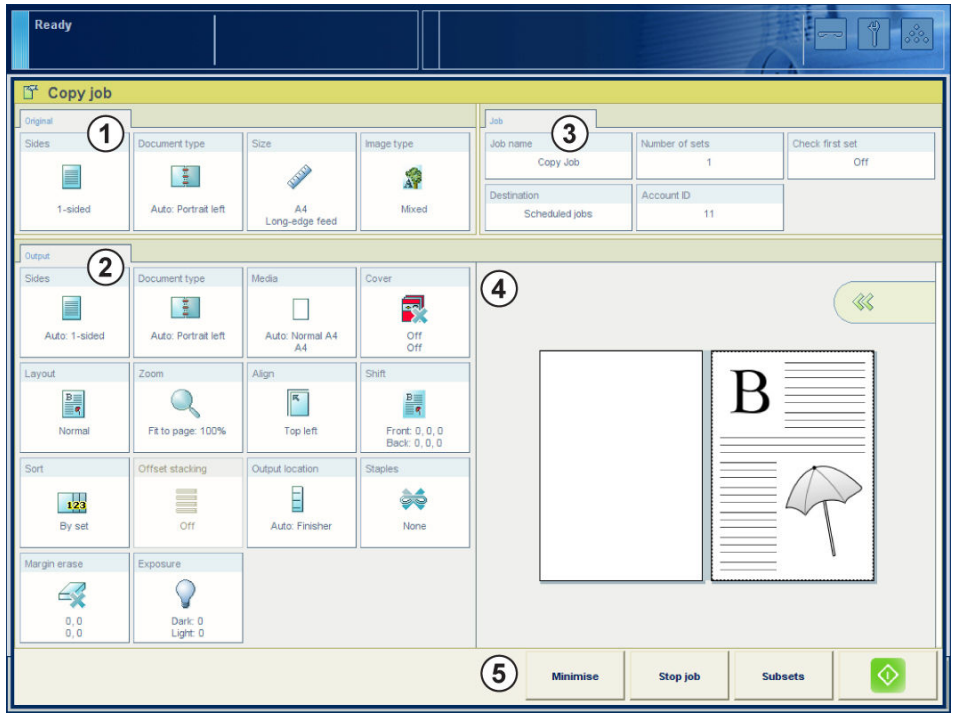
Introduction

When you make a copy, you must always define the following.

- The characteristics of the paper originals
- The characteristics of the output
- Generic settings that apply to the whole job, like the required number of sets.

When you access the copy function from the 'Copy/Scan' view, the job window displays the settings you can define. To increase the productivity, the system automatically links a number of settings for the 'Original' and the 'Output'. However, you can always manually overrule these automated settings. The automated settings have the prefix 'Auto'. This section describes the parts and settings of the job window.

Illustration



[71] The job window for copy jobs

The parts of the job window

Number	Pane	Description
1	'Original'	The 'Original' pane shows the settings you can define for the paper originals
2	'Output'	The 'Output' pane shows the settings you can define for the output
3	'Job'	The 'Job' pane shows the generic settings you can define for the whole job
4	Preview	The preview displays the settings you defined for the output. Furthermore, this pane gives access to the templates
5	Action buttons	The action buttons indicate the actions you can carry out.

'Original' settings

Name of the setting	Values	Description
'1- or 2-sided'	'1-sided'	Only 1 side of an original contains an image.
	'2-sided'	Both sides of an original contain an image.

Name of the setting	Values	Description
'Original type'	'Portrait left'	The original has a vertical format (height > width). The binding edge is at the left-hand side. When you turn a sheet over the binding edge the image is in readable form.
	'Portrait top'	The original has a vertical format (height > width). The binding edge of the original is at the top. When you turn a sheet over the binding edge the image on the back side of the sheet is in readable form.
	'Landscape left'	The original has a horizontal format (width > height). The binding edge of the original is at the left-hand side. When you turn a sheet over the binding edge, the text or image is in readable form.
	'Landscape top'	The original has a horizontal format (width > height). The binding edge of the original is at the top. When you turn a sheet over the binding edge, the image on the back side of the sheet is in readable form.
'Size'	'Size'	Original on the glass plate: ■ You must indicate the media format of the original. ■ You can select a predefined size from the list. When your original has a non-standard size, you can use the - and + buttons to enter the exact measures. You can enter the measures in steps of 1 mm / 0.01 inches. The text of the 'Size' button changes into 'Custom'. Originals in the automatic document feeder: ■ The automatic document feeder detects the size of the originals automatically.
		You must indicate the orientation of the original on the glass plate. The automatic document feeder detects the orientation of the originals automatically.

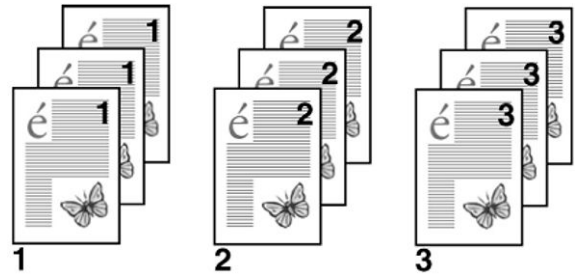
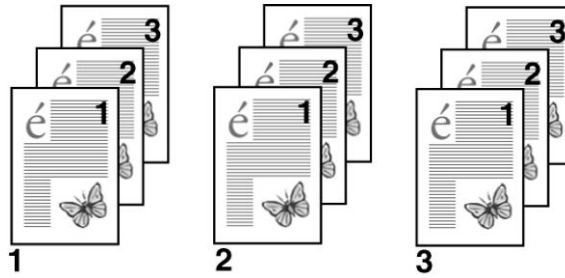
Name of the setting	Values	Description
'Image type'	'Mixed'	The original contains a combination of text and illustrations.
	'Photo'	The original contains mainly or only illustrations.
	'Text'	The original contains mainly or only text.

'Output' settings

Name of the setting	Values	Description
'1- or 2-sided'	'1-sided'	The output contains an image on 1 side.
	'2-sided'	The output contains an image on both sides.
'Document type'	'Portrait left'	The output has a vertical format (height > width). The binding edge is at the left-hand side. When you turn a sheet over the binding edge the image is in readable form.
	'Portrait top'	The output has a vertical format (height > width). The binding edge of the original is at the top. When you turn a sheet over the binding edge the image on the back side of the sheet is in readable form. This means that every back side of a 2-sided original is upside down compared to the front side.
	'Landscape left'	The output has a horizontal format (width > height). The binding edge of the original is at the left-hand side. When you turn a sheet over the binding edge, the text or image is in readable form.
	'Landscape top'	The output has a horizontal format (width > height). The binding edge of the original is at the top. When you turn a sheet over the binding edge, the image on the back side of the sheet is in readable form. This means that every back side of a 2-sided original is upside down compared to the front side.

Name of the setting	Values	Description
'Media'	Names of the media in the media catalogue	Here you can select the media for the copy job. The list displays all the media that are available in the media catalogue. The media catalogue is a list of media that you can define in the Settings Editor application on the controller.
'Cover'	'Front'	Here you can indicate that the copy job requires a front cover. When the setting is enabled the corresponding setting 'Media' becomes enabled.
	'Media'	When the setting 'Front' is enabled, you can select a media from the media catalogue.
	'Back'	Here you can indicate that the copy job requires a back cover. When the setting is enabled the corresponding setting 'Media' becomes enabled.
	'Media'	When the setting 'Back' is enabled, you can select a media from the media catalogue.
'Layout'	'Normal'	The machine prints the pages with no special layout settings.
	'Booklet'	The machine prints the pages in booklet order. The pages 1 and 4 are printed on the front side of a sheet. The pages 2 and 3 are printed on the back side of a sheet.
	'Same up'	The machine prints the same image 2 times next to each other. By default, the system keeps the size of the originals. When you copy A4 originals with the setting 'Same up', the machine will automatically print the job on A3, for example. When you cut the A3 sheets in two, you get 2 identical A4 copies of your document. To decrease your A4 originals to A5 prints, you can use the zoom function or select another media type.
	'2-up'	The machine prints 2 consecutive images on 1 side of a sheet, next to each other.

Name of the setting	Values	Description
'Zoom'	'Fit to page'	You can select a media size for the output that differs from the media size of the original. When the 'Fit to page' setting is enabled, the system scales the original in such a way that the image fits on the selected media size of the output.
	'Percent'	Use this setting to change the zoom manually within the range 25% to 400%.
'Align'	'Top left'	An image on a sheet may be smaller than the media size of the output, for example because you scaled the image to 70% of its original size. The 'Align' setting allows you to indicate the position of the image on the sheet. 'Top left' moves the image to the upper left corner of the sheet.
	'Centre'	'Centre' moves the image to the centre of the sheet.
	'Top right'	'Top right' moves the image to the upper right corner of the sheet.
'Shift'	'Margin shift'	Use this setting to increase or decrease the margin. By default, the values of the front side and the back side are interlocked. This means that the values for the front side and the back side remain identical. If you want to define a different value for each side, press . The icon changes to the unlocked status. Now you can define the values for the front side and the back side separately.
	'Image shift'	Use this setting to shift the image horizontally or vertically. By default, the values of the front side and the back side are interlocked. This means that the values for the front side and the back side remain identical. If you want to define a different value for each side, press . The icon changes to the unlocked status. Now you can define the values for the front side and the back side separately.

Name of the setting	Values	Description
'Sort'	'By page'	The output is sorted by page. 
	'By set'	The output is sorted by set. 
'Offset stacking'	'Each set'	Each set that gets to an output location will be shifted on top of the previous set. *Note:* This setting is only available when in the workflow profile offset stacking is set to '<html>Sets (as in job)</html>'.
	'Off'	All the sets or jobs that get to an output location will be stacked in one straight pile.
'Output location'	Names of the available output locations	Select the output location for the copy job. Depending on the settings for your copy job, the machine automatically suggests the preferred output location for your job. However, you can manually overrule this suggestion.

Name of the setting	Values	Description
'Staples'	'None', 1 and 2	Here you can define the required number of staples. The staple setting is only available when an output location is available. *Note:* If your machine has the optional puncher, the name of the setting changes into 'Finishing'. Then you can also enable or disable the punch function.
'Margin erase'		Margins of a document sometimes contain notes or punch holes, for example. The machine allows you to hide these elements on the copy. With the + and - buttons of the 'Margin erase' setting you can define how much margin of the original you want to erase. You can enter a value up to 100 mm / 3.94 inches.
'Exposure'	'Dark'	You can adjust the settings for light areas and dark areas on the print separately. When an area on the output is dark grey but must be black, then select a value of 1 to 3. When the area must be lighter, then select a value of -1 to -3.
	'Light'	When an area on the output is light grey but must be white, then select a value of 1 to 3. When the area must be darker, then select a value of -1 to -3.
'Subset start'	'On previous sheet'	When you carry out a combined copy job the situation can occur that the back side of the last sheet of a subset is empty. When you select 'On previous sheet' the system will skip the empty page. The next subset will start on the empty back side.
	'On new sheet'	When you select 'On new sheet' the system will keep the empty page. The next subset will start on a new sheet.

'Job' settings

Name of the setting	Values	Description
'Job name'		By default, all copy jobs are named 'Copy job' with a sequence number. To identify your copy job more easily in the list of waiting jobs or scheduled jobs, you can change the name of the copy job. When you press the 'Job name' button a keyboard appears.
'Number of sets'		Use this setting to define the number of copies. You can enter a value from 1 - 65,000. The default value is 1.
'Check first set'	'On'	The machine stops the print job after the first set. Now you can check if the first set is OK. When the first set is OK you can resume the print job. *Note:* This setting is only available when in the workflow profile Check first set is set to '<html>As in job</html>'.
	'Off'	The machine prints the whole job. The machine does not stop after the first set.
'Destination'	'Scheduled jobs'	Add the copy job to the list of 'Scheduled jobs' in the 'Jobs' view.
	'Waiting jobs'	Add the copy job to the list or 'Waiting jobs' in the 'Jobs' view.
'Account ID'		Enter the account ID for the current job. The account ID function is only available when the accounting function on the controller is enabled.

Make a basic copy

Introduction

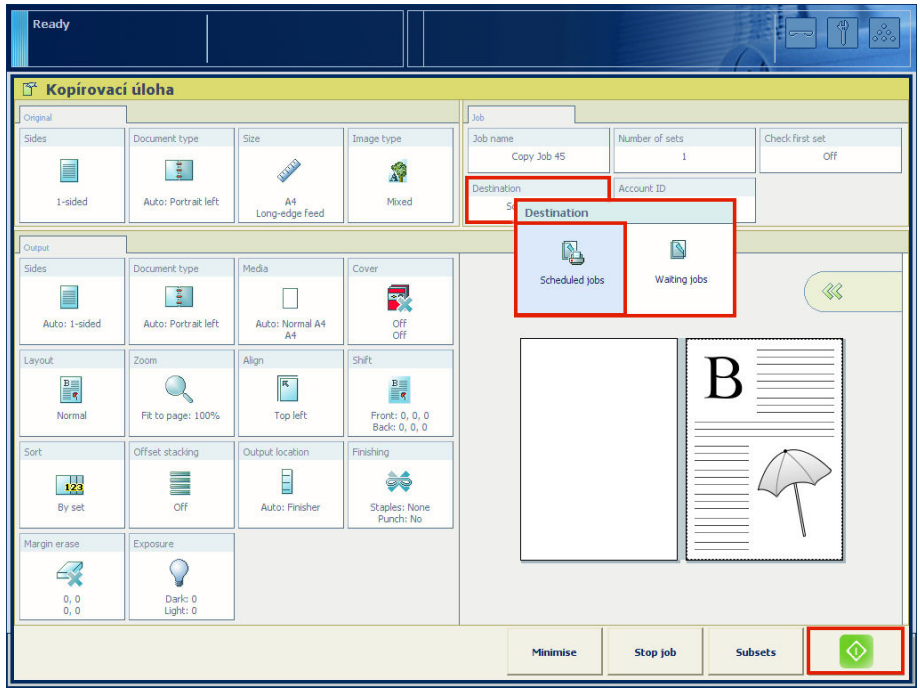
You can use the copy function of the machine to carry out all kinds of copy jobs. Copy jobs can vary from basic one-to-one copy jobs without subsets to more advanced jobs with subsets (see *'Combine subsets into one document '* on page 120). When you make a basic copy, all the settings that you make apply to the whole document.
This section describes how to make a basic copy that the machine prints as soon as possible.

Before you begin

- Remove all staples from your originals.
- Remove the paper clips.
- Make sure that the originals in the automatic document feeder have the same size.
- Make sure that the automatic document feeder does not contain more than 75 sheets (80 g/m² or 20 lb bond).
- Make sure that the originals are not curled.

Note:
The machine contains a function called double-sheet detection. This function checks whether the originals in the automatic document feeder are separated and scanned one by one. When sheets stick together, the operator panel displays a warning: '<HTML>Check the originals: a double sheet is detected.</HTML>'. By default, this function is enabled. However, when you copy or scan paste-up originals, it can be convenient to disable the double-sheet detection (see *'Disable the double-sheet detection'* on page 197).

Illustration



[76] Make a basic copy

Make a basic copy

1. Put the originals face down and in readable form into the automatic document feeder or put one original on the glass plate.
2. On the operator panel, press the 'Copy/Scan' button.
3. Press 'Copy job'.
4. If required, define the settings for the original document and the output.

Note:
You can also select a template (see *'Use the templates'* on page 124).

5. Enter the generic parameters in the 'Job' section.
6. Select 'Scheduled jobs' in the 'Destination' field.
7. Press the Start button .
   The job is added to the list of 'Scheduled jobs'.

Combine subsets into one document

Introduction

You can use the copy function of the machine to carry out all kinds of copy jobs. You can carry out a basic copy job where all the settings you make apply to the whole document, for example (see *'Make a basic copy'* on page 118). However, the creation of documents like brochures or reports can be more laborious. The following situations can occur, for example.

- You want to copy a document that consists of several parts - called subsets - that differ from each other and require individual settings
- You want to combine different documents into one document
- You want to include tab sheets and inserts in your document to separate chapters, for example.
  When you include tab sheets or inserts, you must define each tab sheet or insert as a separate subset. Make sure that you have defined tab sheets and inserts in the Media catalogue. You can find the Media catalogue in the Settings Editor application on the controller.

Different subsets are subsets that have a mix of 1-sided and 2-sided pages, or require different media, for example. When you copy these types of documents, you must define the settings for each subset individually. The 'Combined copy job' function allows you to combine subsets into one document. The preview pane shows a full overview of the subsets you defined.

This section describes the following.

- Combine subsets into one document.
  Furthermore, this sections describes the actions you can carry out from the View subsets pane.
- Add a subset.
- Insert a subset.
- Delete a subset.
- Edit a subset.

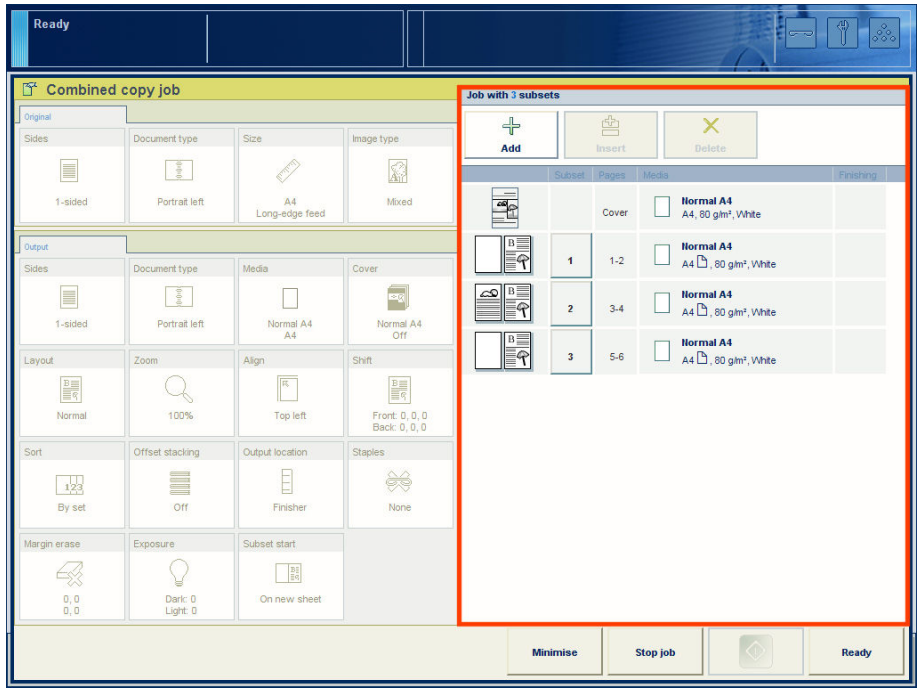
Before you begin

1. Divide your document into subsets.
2. Put the first subset into the automatic document feeder or on the glass plate.

Note:
When you use the automatic document feeder, the size of the originals must be one of the supported standard sizes.

3. If necessary, adjust the original guides of the automatic document feeder.

Illustration



[77] Example of the preview pane

Combine subsets into one document

1. On the operator panel, press the 'Copy/Scan' button.
2. Press 'Combined copy job'.
   The job window opens.
3. Define the settings for the first subset (original and output).

Note:
Some settings that you define for the first subset apply to the whole job, the 'Layout' settings, for example. These settings are fixed and are greyed out after scanning the first subset.

4. Press the Start button .
5. Put the next subset into the automatic document feeder or on the glass plate.
6. Repeat the steps 3 - 5 for all other subsets.

Note:
A number indicates the order in which the subsets have been scanned.

7. When all subsets have been scanned, press 'Ready'.
   A full overview of all the scanned subsets appears in the right-hand pane. If required, you can still adapt the job:
   - Add another subset (see *'Add a subset'* on page 122)
   - Insert a subset (see *'Insert a subset'* on page 122)
   - Delete a subset (see *'Delete a subset'* on page 123)
   - Edit a subset (see *'Edit a subset'* on page 123).
8. When the job is OK, start printing (see *'Define the general parameters and start printing'* on page 123).

Add a subset

1. Put the subset into the automatic document feeder or on the glass plate.
2. In the preview pane, press 'Add'.
   The settings pane becomes available.
3. Define the settings for the new subset.
4. Press the Start button.
   The new subset is added to the end of the list of subsets.
5. Repeat the steps 3 and 4 if you want to add more subsets, or press 'Ready' when all the additional subsets have been scanned.
   The full overview of all the scanned subsets appears.
6. When the job is OK, start printing (see *'Define the general parameters and start printing'* on page 123).

Insert a subset

1. Put the subset into the automatic document feeder or on the glass plate.
2. In the preview pane, press the subset below the position where you want to insert a subset.
3. Press 'Insert'.
   The settings pane becomes available. Furthermore, an empty line appears above the selected subset.
4. Define the settings for the new subset.
5. Press the Start button.
6. Repeat the steps 4 and 5 if you want to insert more subsets after the new subset, or press 'Ready' when all the additional subsets have been scanned.

Note:
If you want to insert another subset at another position, you must first press 'Ready' and then repeat the steps 1 to 5.

The full overview of all the scanned subsets appears.

7. When the job is OK, start printing (see *'Define the general parameters and start printing'* on page 123).

Delete a subset

1. In the preview pane, press the subset you want to delete.
2. Press 'Delete'.
3. When the job is OK, start printing (see *'Define the general parameters and start printing'* on page 123).

Edit a subset

1. In the preview pane, select the subset you want to edit.
2. Edit the settings.

Note:
The settings you can edit become available. All the settings you cannot change are greyed out.

3. When the job is OK, start printing (see *'Define the general parameters and start printing'* on page 123).

Define the general parameters and start printing

1. When the job is OK, press 'Ready'.
2. Define the parameters, like the number of sets. These values apply to the whole copy job.
3. Press the Start button to start printing.

Use the templates

Introduction

When you regularly carry out copy jobs that have identical output settings, you can create and use templates. The machine can store up to 5templates. Templates contain the pre-defined output settings for your recurring jobs. Therefore, the templates enable you to copy your repetitive jobs in a productive way.

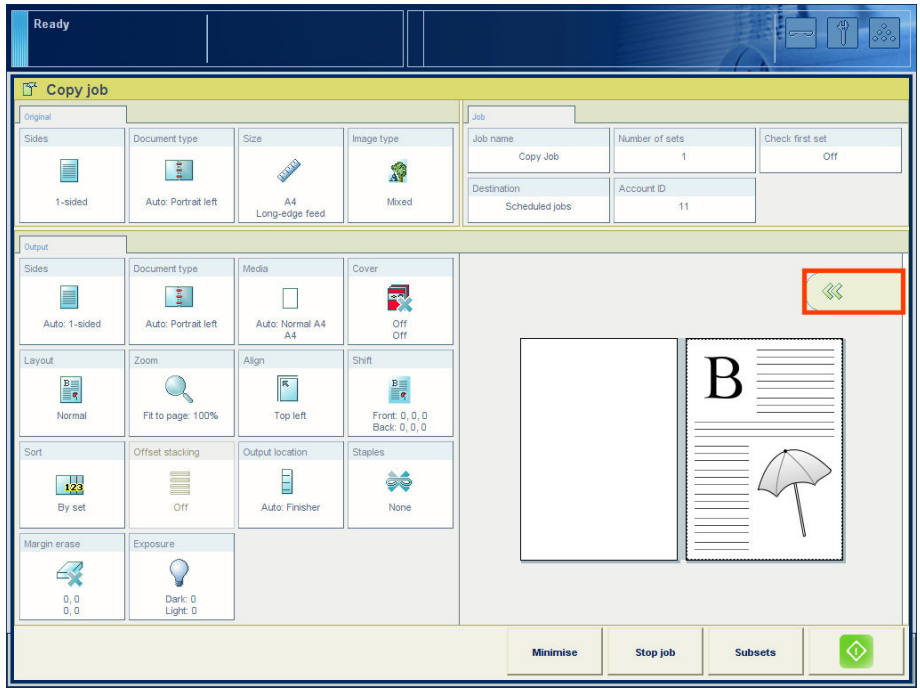
This section describes the following actions concerning the templates.

- Create a template
- Use a template
- Delete a template
- Rename a template
- Make a template your default template.

Before you begin

1. On the operator panel, select the 'Copy/Scan' view.
2. Select 'Copy job' or 'Combined copy job'.

Illustration



[78] The templates view

Create and save a template

1. Define the output settings you want to save into a template.
2. Press the 'Templates' icon.
3. Select the template called 'Current' and hold the button for 2 seconds.
4. Select 'Save'
   The system saves the template. The system also assigns a new name 'Custom' with a number that is not yet in use.

Use a template

1. Press the 'Templates' icon.
   The operator panel displays all the available templates.
2. Select the template you want to use.

Note:
If you hold the button for 2 seconds, a list of options appears. Now you can still press 'Select' to use the current template.

Delete a template

1. Press the 'Templates' icon.
   The operator panel displays all the available templates.
2. Press the template you want to delete and hold the button for 2 seconds.
   A list of options appears.
3. Select 'Delete'.

Note:
You cannot delete the default template and the current template. To remove a default template, you must first make another template your default template.

Rename a template

1. Press the 'Templates' icon.
   The operator panel displays all the available templates.
2. Press the template you want to rename en hold the button for 2 seconds.
   A list of options appears.
3. Select 'Rename'.
   A keyboard appears.
4. Enter a new name.
5. Press 'OK'.

Make a template your default template

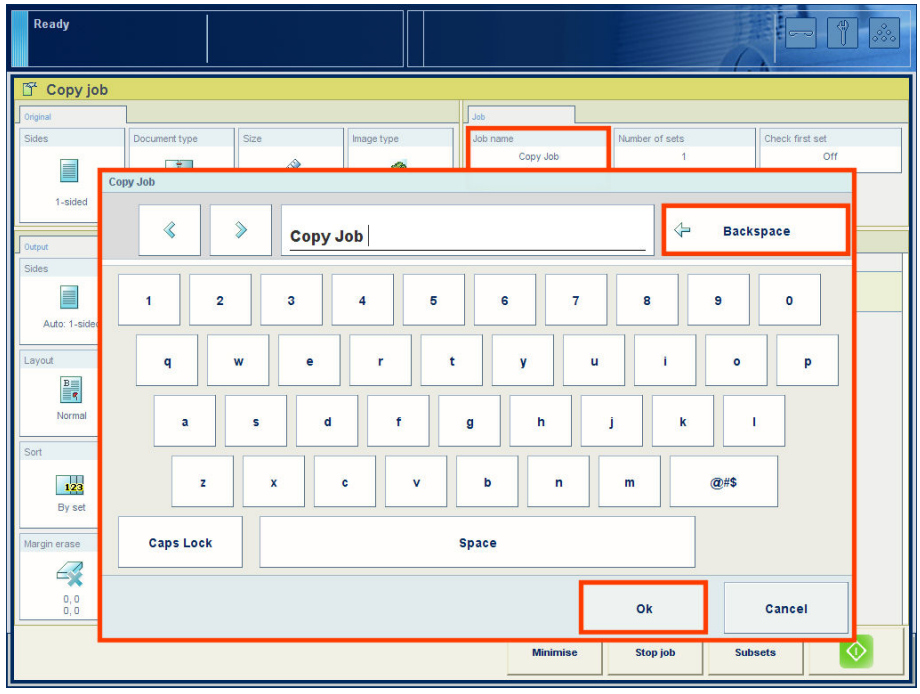
1. Press the 'Templates' icon.
   The operator panel displays all the available templates.
2. Press the template you want to make your default template and hold the button for 2 seconds.
   A list of options appears.
3. Select '<html>Make default</html>'.
   The new default template gets a check mark.

Rename a copy job

Introduction

When you carry out a new copy job, the system creates an automatic name for the job. The default name 'Copy Job' followed by a sequence number is displayed in the 'Job name' setting of the 'Job' pane. However, you can rename the copy job into a name of your choice. This name helps you to recognise the job in the list of '<html>Scheduled jobs</html>' or '<html>Waiting jobs</html>'.
This section describes how to rename a copy job.

Illustration



[79] Rename a copy job

Rename a copy job

1. Define the settings for your copy job.
2. Press 'Job name' in the 'Job' pane.
   A keyboard appears.
3. Press 'Backspace' until the old name is deleted.
4. Enter a new name.

5. Press 'OK'.

Copy non-standard size originals

Introduction

You can use the automatic document feeder to copy originals in a simple and quick way. When you place the originals, the automatic document feeder detects the size of the originals. The automatic document feeder can automatically detect the following media sizes.

Media sizes that the automatic document feeder supports

ISO sizes	US sizes
■ A5 ■ A4 ■ A3 ■ B5 ■ B4	■ US Std 5.5x8.5 ■ US Gov 8x10.5 ■ Letter Gov 8.5x10 ■ Letter 8.5x11 ■ Legal 8.5x14 ■ Tabloid 11x17 ■ Commercial ■ Foolscap ■ Folio

If more than one media fits, the user must select the desired media. The selected media will be the default media.

The glass plate is the location where you usually place originals that the automatic document feeder cannot handle. The glass plate cannot detect the dimensions of your original. When you copy from the glass plate, you must always define the size of your original.

Copy non-standard size originals

1. Place the original face-down on the glass plate.
2. Select the 'Copy/Scan' view.
3. Select 'Copy job' to access the job window.

Note:
You can also select 'Combined copy job' when the non-standard size original is a subset of a larger document (see *'Combine subsets into one document '* on page 120).

4. In the 'Original' section, select 'Size'.
5. Use the - and + buttons to enter the media size.
6. Press 'OK'.
   The 'Size' button displays the defined size.
7. In the 'Output' section, select 'Media'.

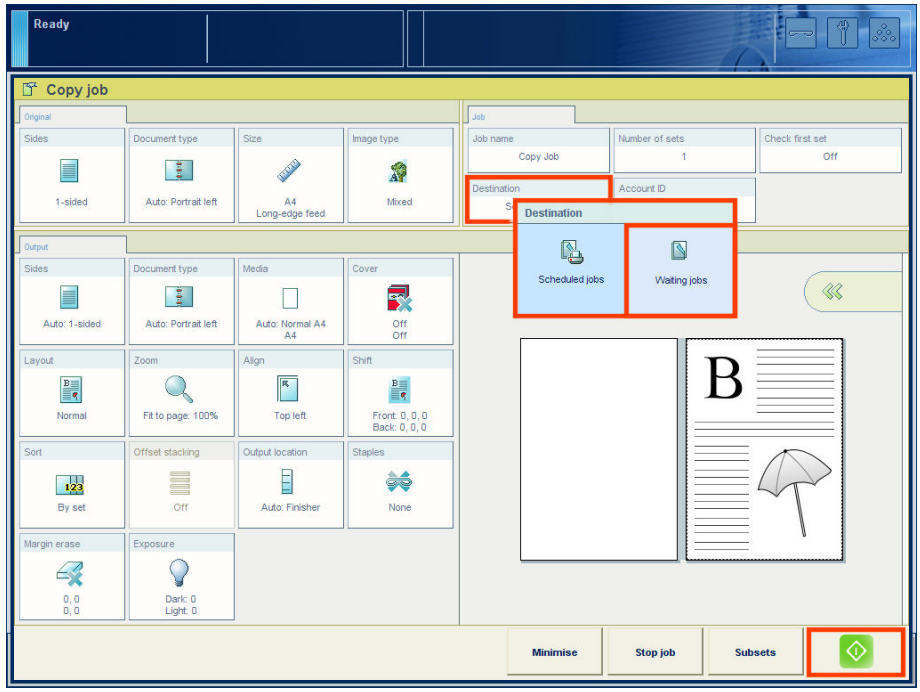
8. Select a media from the list and press 'OK'.
   The setting 'Zoom' determines how the copy will look. When 'Fit to page' is enabled, the original will be scaled to fit the media size of the output. When 'Fit to page' is disabled, the original will keep the actual size.

Scan now and print later

Introduction

The machine offers the possibility to scan an original document now and print the document later. This means that the copy job is sent to the list of 'Waiting jobs'. This function is called postponed copying.
This section describes how to scan now and print later.

Illustration



[80] Select 'Waiting jobs'

Scan now and print later

1. Put the originals face down and in readable form into the automatic document feeder or on the glass plate.
2. On the operator panel, press the 'Copy/Scan' button.
3. Press 'Copy job' or 'Combined copy job'.
4. If required, define the settings for the original document and the output.

Note:
You can also select a template (see *'Use the templates'* on page 124)

5. Enter the generic parameters in the 'Job' section.
6. Select 'Waiting jobs' in the 'Destination' field.
   The default destination is defined in the workflow profile (see *'Work with the workflow profiles'* on page 179).
7. Press the Start button .
   The job is added to the list of 'Waiting jobs'.

Punch or staple the output

Introduction

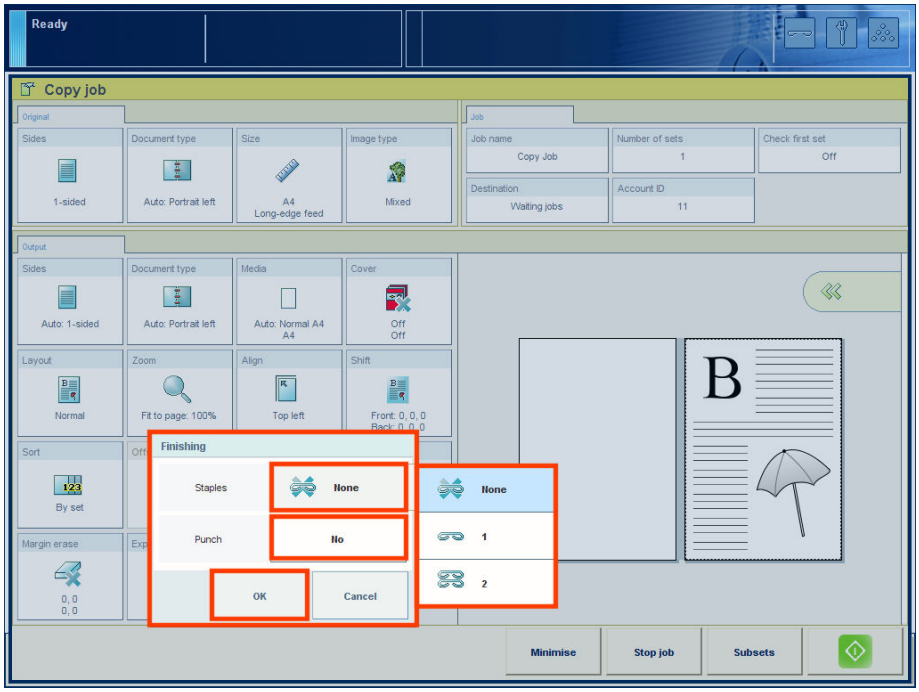
Your machine can be equipped with several finishing devices like the puncher or stacker/stapler. When your machine is equipped with one of these finishing devices, or both devices, you can indicate the following on the operator panel:

- The number of staples
- Whether you want to punch the documents

The number of holes that the puncher makes depends on the die set that the puncher contains.
This section describes how to punch or staple the output.

Note:
When you have a puncher and a stapling device installed, the required 'Output' setting is called 'Finishing'.
When you only have a stapling device installed, the 'Output' settings is called 'Staples'.
When you only have a punching device installed, the 'Output' settings is called 'Punch'.

Illustration



[81] Punch or staple the output

Punch or staple the output

1. Put the originals face down and in readable form into the automatic document feeder.
2. On the operator panel, press the 'Copy/Scan' button.
3. Press 'Copy job' or 'Combined copy job'.
4. In the 'Output' pane, press 'Finishing' or 'Staples' (see the above Note).
5. In the 'Staples' setting, select the required number of staples.
6. In the 'Punch' section, select 'Yes' to punch the output.
7. If required, define the other settings for the original document and the output.
8. Enter the generic parameters in the 'Job' section.
9. Press the Start button .

The scan function

Introduction to the scan function

Definition

The scan function allows you to convert paper originals into digital documents. The machine offers 2 types of scanning.

- Scan to file
- Scan to email

All the settings for these types of scan jobs are stored in a scan profiles file on the controller (see *'The scan profiles file'* on page 141). This file is a comma separated values file (.csv file). The system administrator can access this file through the Controller. The system administrator can edit the attributes of this file like the name or resolution. The .csv file can contain both scan-to-file profiles and scan-to-email profiles. There is no difference in format between the two types of profile. The prefix string on the mail server and in the scan profiles file determine whether the job is a scan-to-file job or a scan-to-email job.

Most companies use more than 1 scan profile. The system administrator can create separate scan profiles for individual customers or departments. For example, each department can have a scan profile to archive the files or to print the files. An example of a scan profile is 'Purchasing, 300 dpi, TIFF'.

On the operator panel, the 'Copy/Scan" view displays the available scan profiles. In most cases, there will be both scan-to-file profiles and scan-to-email profiles. To scan a document, you simply select the required scan profile. Next, the job window opens. There you can change a number of settings for the current scan job. However, these changes are only valid for this job. The default settings of the scan profiles file will not change. For all the scan jobs, the machine supports both the Adobe® Portable Document Format (PDF) and the Tagged Image File Format (TIFF).
This section describes the principles of both scan functions.

The scan-to-file function

The scan-to-file function is a part of the scan function. Scan to file allows you to scan a document. The machine automatically sends the resulting file to the configured scan server. The export mechanism is normally FTP. You can retrieve the file from the scan server. When you use a scan profile, your document is scanned with the resolution defined in the scan profile. The generated file has the format and the location indicated in the scan profile. You can change the scan resolution and file format on the operator panel.

To use the scan-to-file function, the system administrator must make a number of configurations (see *'The configuration of the scan-to-file function'* on page 137).

The scan-to-email function

The scan-to-email function is a part of the scan function. Scan to email allows you to scan a document and attach the resulting file to an email. The email is then automatically sent to an email address. The scan-to-email function includes user codes. A user code is a unique number, for example a telephone number or a salary number, that is mapped to an email address. The combination of this user code and the matching email address is stored on an LDAP server or entered in an address list file. You need a user code to start a scan-to-email job. The machine displays a message asking you to enter the code.

To use the scan-to-email function, the system administrator must make a number of configurations (see *'The configuration of the scan-to-email function'* on page 138).

Main difference between scan to file and scan to email

The main difference between scan to file and scan to email is the following. A file that is generated with the scan-to-file function, is stored on a scan server. You can retrieve the document from the scan server. A document that is generated with the scan-to-email function is attached to an email message. This email message is automatically sent to a mail server and, from that mail server, to an indicated email address. If the machine cannot send the email message, the message with the attached file is not saved, but removed after an indicated time.

The configuration of the scan-to-file function

Introduction

You must configure the following items to make this scan-to-file function operational.

1. The scan server
2. The scan settings in the Settings Editor
3. The settings for the scan profiles file. This file has the format .csv.

Actions to configure the scan-to-file function

The table below shows the actions that are necessary to configure the items in the list.

Scan-to-file function

Step	Action
1	■ Define a scan server on the network to store the scan jobs ■ Create an FTP account (a user name, a password and a destination directory) on the scan server ■ Share the destination directory under the FTP root on the scan server.
2	■ Access the scan-to-file settings and the scan server settings in the Settings Editor. ■ Define the settings for the scan server .
3	■ Retrieve the scan profiles file from the Settings Editor ■ Define the scan profile settings in the .csv file (see *'The scan profiles file'* on page 141).

The configuration of the scan-to-email function

Introduction

You must configure the following items to make the scan-to-email function operational.

- Configure the scan-to-email settings in the Settings Editor
- Configure the mail server
- Configure the recipient search on the LDAP server
- If necessary, configure an address list file
- Upload a scan profiles file (.csv file) to the Controller (see *'The scan profiles file'* on page 141).

The .csv file can contain both scan-to-file profiles and scan-to-email profiles. There is no difference in format between the two types of profile. The prefix selector string described in the table below and the application selector string in the scan profiles file decide whether the job is a scan-to-file job or a scan-to-email job.

Note:
You must enter values for all settings described in the tables. Otherwise, the scan-to-email function will not work correctly.

Configure the mail server

Mail server settings

Mail server settings	Description
Server address	The address of the mail server. You must enter one server address. This address can be a host name of 32 characters or an IP-address. Default: Empty
Port number	Default: 25
User name	The user name gives you access to the server. This user name can be any name of up to 20 characters (a-z, A-Z , 0-9, _). Default: Empty
Email address of the sender	Enter the email address of the system that sends the email message, for example your controller. You can use the characters a-z, A-Z, 0-9, @, ., _ Do not start an email address with a number. Default: Empty

Mail server settings	Description
Prefix selector string	Identify the scan jobs that are sent to email. The prefix separates the scan-to-email jobs from the scan-to-file jobs. You can use up to 8 characters (a-z, A-Z , 0-9, _). The prefix selector string must be identical to the application selector string in the scan-to-email profiles. Default: Email

Configure the recipient search - LDAP server

Next, you must configure the address source, the source that contains the list of user codes and email addresses. This address source can be the LDAP server or an address list file. When you use an LDAP server, you must check the check box 'Enabled' to enable the 'LDAP server' and configure the settings described below.

Recipient search settings - LDAP server

Recipient search settings - LDAP server	Description
'Port'	Default: 389
'Host name/IP address'	Enter the address of one LDAP server. This address can be a host name of 32 characters or an IP address. Default: Empty
'User name'	The user name gives you access to the server. This user name can be any name of up to 20 characters (a-z, A-Z , 0-9, _). Default: Empty
'Password'	The password can be any word of up to 20 characters (a-z, A-Z, 0-9, _). Each character that you enter is shown as an *. Default: Empty
'Search database'	Define the path to the search database. The search database is the area in which an email address is searched. The search database can be any data file that contains at least unique identifiers for the users and email addresses. The search is from top to bottom only. You must enter the top node of the search database to enter the data in the file. Default: Empty
'User identification'	This attribute is the field that is compared with the code that is entered on the operator panel. Default: Empty

Recipient search settings - LDAP server	Description
'E-mail address attribute'	An email address is connected to a unique user identifier. When a search is done on the server, the first email address that is connected to the entered user identifier, is returned. See 'Email address of the sender' above for the format requirements. Default: Empty

Configure the recipient search - Address list file

Recipient search settings - Address list file

Recipient search settings - Address list file	Description
	When you have no LDAP server, you can use an address list file to search for recipients. When an address list file is available, this file is always used. You can upload and download the address list file to the controller. The address list file is a comma-separated values file (.csv file). The address list file must contain a user identifier column and an email address column. The user identifier must be a unique number of up to 20 digits (0-9). See 'Email address of the sender' above for the format requirements of the email address. *Note:* The name of the address list file must always be **ral.csv**. Other file names are not accepted. The header of the user identifier column must always be **ruid**. The header of the email address column must always be **address**.

The scan profiles file

Introduction

The scan profiles file (.csv file) on the controller allows you to define different scan profiles. Each scan profile contains a combination of individual settings for a certain type of scan job. The name of a scan profile that is used in the scan profiles file, is displayed on the operator panel. The .csv file can contain various scan profiles, both for scan-to-file jobs and for scan-to-email jobs. When the scan profiles file is available and configured, the scan profiles become visible in the 'Copy/Scan' view on the operator panel. Specific names identify the available scan profiles. To carry out a scan job you can simply select the required scan profile in the 'Copy/Scan' view.

The .csv file contains record fields. The record fields allow you to define specific settings for each scan profile. The table below describes the record fields of a .csv file. To change the settings of a scan profile permanently, you must first download the .csv file from the controller through the Settings Editor application. Then you can open the file in for example Microsoft® Excel and change the settings. You can also add new scan profiles. After you changed and saved the file, you must upload the file to the controller. The changed file overwrites the previous file.

Note:
The scan profiles file can contain a maximum of 99 scan profiles.

Note:
For each scan job, you can change a number of scan profile settings on the operator panel (see *'Description of the scan job settings'* on page 148). However, these changes only apply to the current job.

The record fields of the scan profiles file

The record fields of the scan profiles file

Field name (header)	Description
dispname*	**Display name** Use this field to enter a name for the scan profile. The name of the scan profile is displayed on the operator panel. The name can be any name between 1 and 40 characters. You can use all alphanumeric characters except <CR>, <LF>, <,> and <;>.

Field name (header)	Description
format*	**File format** Use this field to define the format and the compression of the scan jobs. You can enter one of the following values. ■ **TIFF G31D_MH** TIFF CCITT Group 3 1D modified Huffman compressed images ■ **TIFF G42D_Fax** TIFF CCITT.T6 Group 4 2D compressed images ■ **PDF G31 D_MH** PDF version 1.3 with Group 3 1D modified Huffman compressed images ■ **PDF G42D_Fax** PDF version 1.3 with Group 4 2D compressed images. ■ **TIFF - LZW** ■ **PDF - LZW**
ilc*	**Image Logic characteristics** Use this field to define the optimal scan result for a defined purpose. You can enter one of the following values. ■ **1** Resolution: 600 dpi. This value optimises your scan job for printing on Copy Press systems ■ **2** Resolution: 300 dpi. This value optimises your scan job for viewing and archiving purposes ■ **3** Resolution: 600 dpi at 85 lpi. This value optimises your scan job for printing on for example Demandstream® systems ■ **4** Resolution: 600 dpi at 106 lpi. This value optimises your scan job for printing on for example Demandstream® systems.

Field name (header)	Description
prefix*	**File name prefix** Use this field to define the type of scan job, for example 'Memo', 'Archive', 'File' or 'Email'. The string can have a length of maximum 8 characters (a-z, A-Z, 0-9, _). The prefix is a fixed part of the file name. *Note:* You can leave this field empty. However, the field name is required.
minnr* maxnr*	**Number of digits required to identify a scan job** Use these fields to define the minimum and the maximum number of digits the user must enter to use the scan function. The entered digits are stored in the file name. The numeric strings can have a length of maximum 20 digits. When both fields are 0, the system does not ask for an input. *Note:* The 'maxnr' must be equal to or larger than the 'minnr'.
name_nr_title*	**Title of the user dialogue** Use this field to define a title for the dialogue that appears when the user must enter digits to use the scan function. The title explains to the user which digits are required. You can enter a title of maximum 40 characters. You can use all the alphanumeric characters except <CR>, <LF>, <,> and <;>. *Note:* You can leave this field empty. However, the field name is required.

Field name (header)	Description
cfname*	**File name feedback** Use this field to activate a dialogue that displays the file name of your scan job. This dialogue can be useful when you do not use a numbering system for your scan jobs. You can write down the file name of your scan job. The date and time in the file name are used as a reference. The operator panel displays a dialogue with the same title as for the 'Title of the user dialogue' described above. Below the title, the name of the scan job is displayed. You can define the following. ■ y Enter 'y' (yes) to show the dialogue. ■ n Enter 'n' (no) to hide the dialogue.
subfolder	**Subfolder** Use this field to define the path to a subfolder on the scan server where the files will be stored. When this field is empty, the files will be stored in the folder on the scan server that is configured as the root folder. The maximum number is 150 subfolders.
postfix	**File name postfix** Use this field to add a postfix to the file name of your scan job. For example, when the prefix is 'Email', you can add a default email address as a postfix. The string can have a length of maximum 30 characters. You can use all the alphanumeric characters except / \ : * " < > <CR> and <LF>. The postfix is a fixed part of the file name.
OrigOrientation	**Orientation of the originals** Use this field to define the orientation and binding of the originals in the scanner. You can define the following. ■ portrait book ■ portrait calendar ■ landscape book ■ landscape calendar *Note:* When you leave this field empty, the system uses the default orientation and binding. You can also define the orientation and binding on the operator panel.

Field name (header)	Description
OrigDuplex	**Original 1-sided or 2-sided** Use this field to define whether the originals in the scanner are 1-sided or 2-sided. You can define the following. ■ on The originals are 2-sided ■ off The originals are 1-sided *Note:* When you leave this field empty, the system uses the default value. You can also define the value on the operator panel.
OrigKind	**Type of the originals** Use this field to define the type of originals in the scanner. You can define the following. ■ photo ■ text ■ auto ■ mixed *Note:* When you leave this field empty, the system uses the default type of originals. You can also define the type of originals on the operator panel.
OrigZoom	**Zoom of the originals** Use this field to define the zoom factor for the originals in the scanner (25%-400%). *Note:* When you leave this field empty, the value is set to 100%. You can also define the zoom factor on the operator panel.

Field name (header)	Description
OrigFormat	**Media size of the originals** Use this field to define the media size and the feed direction of the originals in the scanner. An example of the notation is: A4 lef. You can define the following media sizes. ■ A5 ■ Statement 5.5x8.5 ■ B5 ■ Letter 8.5x11 ■ A4 ■ Foolscap ■ Folio ■ Legal 8.5x14 ■ B4 ■ A3 ■ US Gov 8x10.5 ■ Tabloid 11x17 ■ Commercial ■ Letter Gov 8.5x10 ■ Legal Gov 8.5x12 ■ Letter 8.25x10 ■ Legal 8.5x13 You can define the following feed directions. ■ sef (short-edge feed) ■ lef (long-edge feed). *Note:* When you leave the fields for the media format or the feed direction empty, the system uses the default values. You can also define the media format and the feed direction on the operator panel.

Field name (header)	Description
DestFormat	**Media size of the files** Use this field to define the media size of the resulting scan files. You can select a media size from the range that is described above. *Note:* When you leave this field empty, the media size of the output is the same as the media size of the originals. You can also define the media size of the output on the operator panel.

Note:
All the fields marked with * are required in the scan profiles file. Some required fields may be empty, as described in the table above, but at least the field name must be present in the scan profiles file. All other fields are optional.

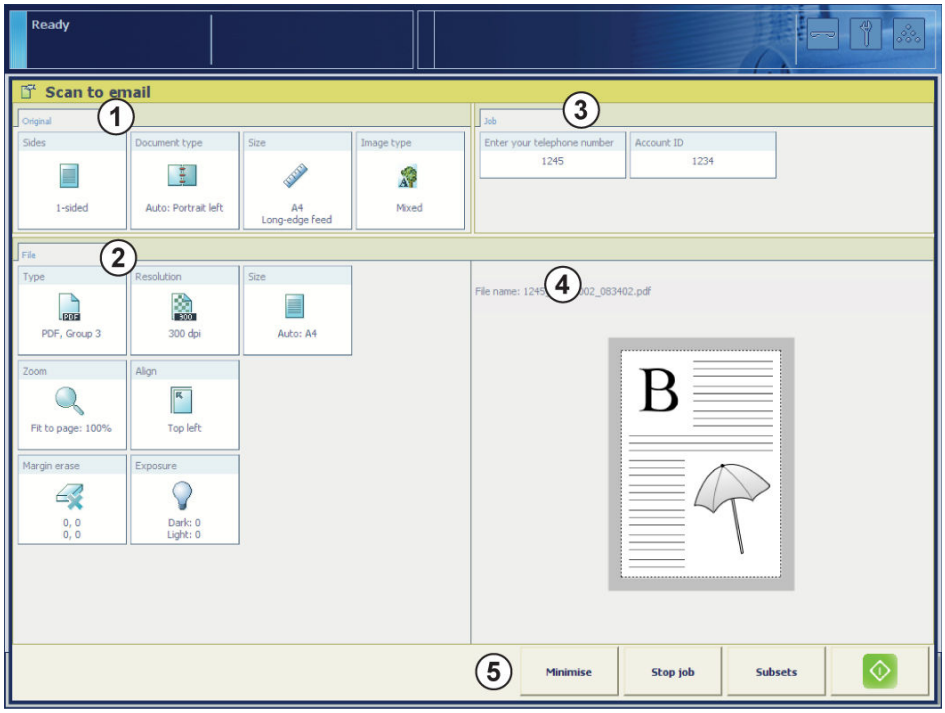
Description of the scan job settings

Introduction

To scan a document, you must first select a scan profile (see *'Create a scan job'* on page 154). A scan profile contains default job settings. After you select a scan profile, the job window opens. The job window allows you to change a number of default settings for the original and the resulting file. To increase the productivity, the system automatically links the 'Size' settings for the 'Original' and the 'File'. However, you can always manually overrule this automated setting. The automated setting has the prefix 'Auto'. The changes that you make only apply to the current job.

This section describes the parts and settings of the job window.

Illustration



[82] The scan job settings

The parts of the job window

Number	Pane	Description
1	'Original'	The 'Original' pane shows the settings you can define for the paper originals
2	'File'	The 'File' pane shows the settings you can define for the output
3	'Job'	The 'Job' pane shows the generic settings you can define for the whole job.
4	Preview	The preview displays the settings you defined for the output.
5	Action buttons	The action buttons indicate the actions you can carry out. The action buttons depend on the different modes.

'Original' settings

Name of the setting	Values	Description
'1- or 2-sided'	'1-sided'	Only 1 side of an original contains an image.
	'2-sided'	Both sides of an original contain an image.

Name of the setting	Values	Description
'Original type'	'Portrait left'	The original has a vertical format (height > width). The binding edge is at the left-hand side. When you turn a sheet over the binding edge the image is in readable form.
	'Portrait top'	The original has a vertical format (height > width). The binding edge of the original is at the top. When you turn a sheet over the binding edge the image on the back side of the sheet is in readable form.
	'Landscape left'	The original has a horizontal format (width > height). The binding edge of the original is at the left-hand side. When you turn a sheet over the binding edge, the text or image is in readable form.
	'Landscape top'	The original has a horizontal format (width > height). The binding edge of the original is at the top. When you turn a sheet over the binding edge, the image on the back side of the sheet is in readable form.
'Size'	'Size'	Original on the glass plate: ■ You must indicate the media format of the original. ■ You can select a predefined size from the list. When your original has a non-standard size, you can use the - and + buttons to enter the exact measures. You can enter the measures in steps of 1 mm / 0.01 inches. The text of the 'Size' button changes into 'Custom'. Originals in the automatic document feeder: ■ The automatic document feeder detects the size of the originals automatically.
		You must indicate the orientation of the originals on the glass plate. The automatic document feeder detects the orientation of the originals automatically.

Name of the setting	Values	Description
'Image type'	'Mixed'	The original contains a combination of text and illustrations.
	'Photo'	The original contains mainly or only illustrations.
	'Text'	The original contains mainly or only text.

'File' settings

Name of the setting	Values	Description
'Type'	'Format'	Select the 'PDF' format when you require a format compatible with the Acrobat applications. A PDF file is a file with compressed graphics and text. This format matches all print systems and is common in the Internet environment. Select the 'TIFF' format when you require a general format, compatible with a range of graphical applications. Note that a TIFF file can be large in size.
	'Compression'	Select 'Group 3' (CCITT.T4 Group 3 1D Modified Huffman) to process the file in a graphical environment. Select 'Group 4' (CCITT.T6 Group 4 2D) for archive or data network (fax) purposes. Select 'LZW' for a fast compression and decompression of data.
'Resolution'	'300 dpi'	Select 300 dpi to view or archive the generated file.
	'600 dpi'	Select 600 dpi to print or edit the generated file.
'Size'	A5 A4 Etc	Select the size of the file.
'Zoom'	'Fit to page'	You can select a media size for the file that differs from the media size of the original. When the 'Fit to page' setting is enabled, the system scales the original in such a way that the image fits on the selected media size of the file.
	'Percent'	Use this setting to change the zoom manually within the range 25% to 400%.

Name of the setting	Values	Description
'Align'	'Top left'	An image on a sheet may be smaller than the media size of the file, for example because you scaled the image to 70% of its original size. The 'Align' setting allows you to indicate the position of the image on the sheet. 'Top left' moves the image to the upper left corner of the sheet.
	'Centre'	'Centre' moves the image to the centre of the sheet.
	'Top right'	'Top right' moves the image to the upper right corner of the sheet.
'Margin erase'		Margins of a document sometimes contain notes or punch holes, for example. The machine allows you to hide these elements on the copy. With the + and - buttons of the 'Margin erase' setting you can define how much margin of the original you want to erase. You can enter a value up to 100 mm / 3.94 inches.
'Exposure'	'Dark'	You can adjust the settings for light areas and dark areas on the print separately. When an area on the output is dark grey but must be black, then select a value of 1 to 3. When the area must be lighter, then select a value of -1 to -3.
	'Light'	When an area on the output is light grey but must be white, then select a value of 1 to 3. When the area must be darker, then select a value of -1 to -3.

'Job' settings

Name of the setting	Values	Description
'File name: {0}'	Fixed	The system generates a file name for your scan job. You cannot change this name. However, you can define the structure of the file name in the scan profiles file on the Controller (see *'The scan profiles file'* on page 141).

Name of the setting	Values	Description
'Enter you user code'		This setting applies only to scan-to-email jobs. To use the scan-to-email function, an LDAP server must be configured. The LDAP server contains a mapping of unique user codes and email addresses. When you enter your user code, for example your employee number or telephone number, the LDAP server checks if you are a registered user. When you are a registered user, the system sends the scan job as an attachment to the corresponding email address. *Note:* The name of this button depends on the name defined in the scan profile file.
'Account ID'		Enter the account ID for the current job. The account ID function is only available when the accounting function on the Controller is enabled.

Create a scan job

Introduction

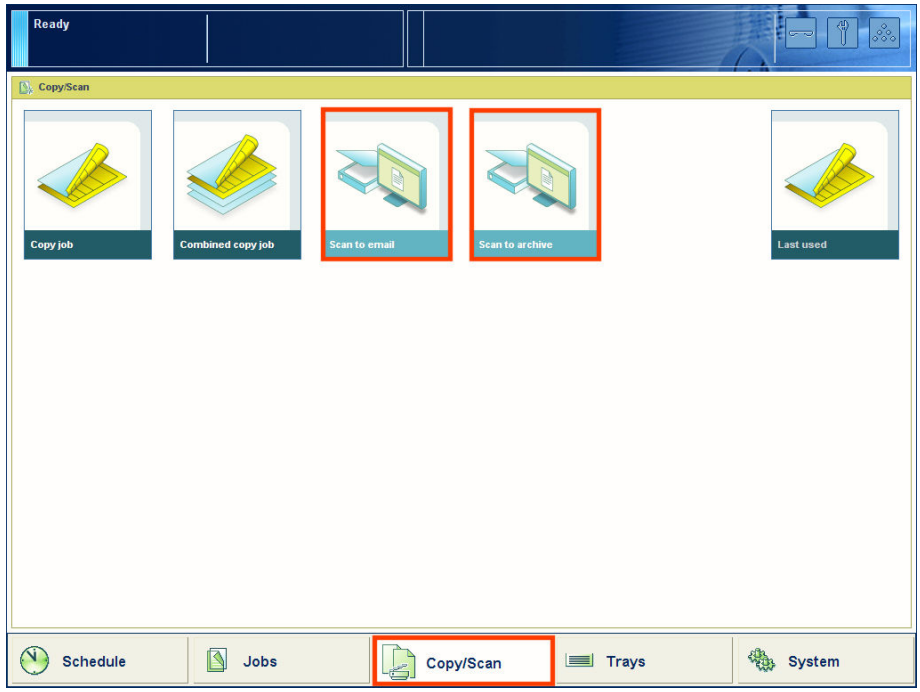
The scan function allows you to convert a paper original into a digital document. To start a scan job, you must first select a scan profile in the 'Copy/Scan' view. The 'Copy/Scan' view can contain various scan profiles. Basically you can carry out 2 types of scan jobs:

- Scan-to-file jobs
- Scan-to-email jobs.

For each type of scan job there can be several scan profiles. Depending on your job, you must select the required scan profile.
This section describes how to create a scan-to-file job and a scan-to-email job.

Note:
The fastest way to scan a set of originals of the same, standard paper size is to place the set in the automatic document feeder. You can put a maximum of 75 sheets (80 g/m² or 20 lb bond) in the automatic document feeder. You must scan originals of a non-standard size from the glass plate. The automatic document feeder of the machine contains a 'Double-sheet detection' function. This function makes sure that the originals in the automatic document feeder are separated well. If you want to copy or scan paste-up originals, disabling the double-sheet detection can be convenient (see *'Disable the double-sheet detection'* on page 197). By default, the double-sheet detection is enabled

Illustration



[85] Example of scan profiles in the 'Copy/Scan' view

Create a scan-to-file job

1. Put the originals face down in the automatic document feeder or put an original on the glass plate (see *'Original input on the glass plate or into the ADF'* on page 100).
2. On the operator panel, press the 'Copy/Scan' button.
3. Select a scan-to-file profile.
   The job window opens.
4. If necessary, change the settings for the original and the file.

Note:
You cannot edit all settings. The fixed settings are greyed out.

5. If necessary, enter the account ID.
6. Press the Start button to start the scan job.
   Now the scanner scans the originals. The system sends the resulting file to the scan server. The file is stored with a predefined name in a designated directory. There is no message on the operator panel to inform you that the file was stored successfully. You can access the status information on the Controller.

Create a scan-to-email job

1. Put the originals face down in the automatic document feeder or on the glass plate.
2. On the operator panel, press the 'Copy/Scan' button.
3. Select a scan-to-email profile.
   The job window opens.
4. If necessary, change the settings for the original and the file.

Note:
You cannot edit all settings. The fixed settings are greyed out.

5. If necessary, enter the account ID.
6. In the 'Job' pane, press 'Enter your user code*'.

Note:
The name of the button, depends on the name defined in the scan profile file.

7. Use the numeric keys to enter your unique user code and press 'OK'.
8. Press the Start button to start the scan job.
   Now the scanner scans the originals. The system sends the resulting file to the email address that corresponds with the user code.

Correct an image

Introduction

When you carried out a scan job, you can check the result. The situation can occur that the scan results are not correct. The table below displays problems that can occur and offers a solution.

Correct an image

Correct an image

Description of the problem	Solution
All the pages are upside down	You put the originals in the wrong direction in the automatic document feeder or on the glass plate. Scan the originals again and make sure the originals are correctly placed (see *'Original input on the glass plate or into the ADF'* on page 100).
Every second page is upside down	The 'Original type' settings that you selected do not correspond with the orientation of the information on the originals. Scan the originals again and select the correct 'Original type' setting.
All the pages are positioned sideways	There is more than 1 explanation for this problem. ■ Wrong orientation selected ■ Original feed direction confused with the orientation of the information on the original ■ The application you use does not process the TIFF/PDF file in the right way. Scan the originals again and select the correct 'Original type' setting. If the problem remains, the application you use can be the cause of the problem. Check the results in another application.
The information on the page is too large or too small	This problem can occur when the size of the original and the selected size of the target scan are not the same. The problem can also be caused by a (manual) change in the zoom factor. Scan the originals again and check the size of the 'Original' and the 'File' on the operator panel (see *'The scan profiles file'* on page 141).

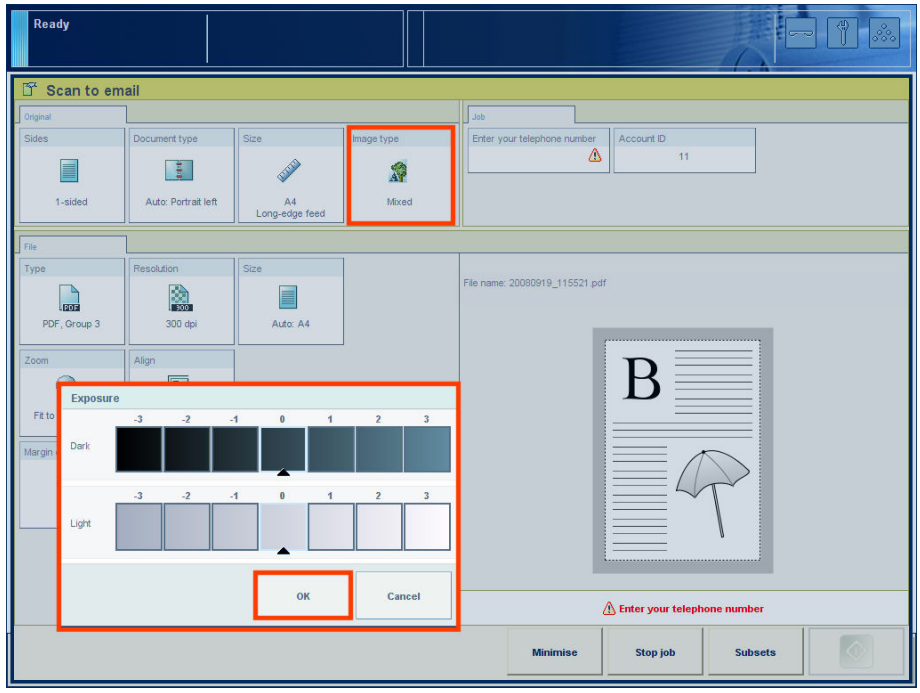
Description of the problem	Solution
The information on the page is too light or too dark	You can change the 'Exposure' settings to influence the result (see *'Optimise the scan quality'* on page 159).

Optimise the scan quality

Introduction

The machine can detect photos, rasters and fine lines on the original. This information is processed in such a way that the digital result has a high scan quality. This means that in most cases you do not need to adjust quality settings to get the best result.
To scan special originals, you can use the following settings to take the special characteristics into account.

Illustration



[86] Adjust the image quality settings

How to adjust the image quality settings

1. Put the originals in the automatic document feeder or put 1 original on the glass plate.
2. On the operator panel, press the 'Copy/Scan' button.
3. Select a scan profile.
4. Define the settings for the 'Original'
5. From the 'Image type' setting, select the correct type of original ('Photo', 'Text' or 'Mixed')
6. Define the settings for the 'File'

7. Select 'Exposure'.
8. Press the desired value, to change the settings for the 'Light' and 'Dark' areas on the scan. To change the light areas on the output, select a value between -3 (the darkest value) and +3 (the lightest value). To change the dark areas on the output, select a value between -3 (the lightest value) and +3 (the darkest value).
9. Press 'OK'.

Combine subsets into one file

Introduction

You can use the scan function of the machine to carry out all kinds of scan jobs. You can carry out scan-to-file or scan-to-email jobs, for example. When the document contains non-standard size media or when you want to combine various documents, you can create a combined scan job. All the different originals are then combined in 1 file. This is comparable to combining several documents in a copy job (see *'Combine subsets into one document '* on page 120). The following situations can occur, for example.

- You want to scan a document that consists of several parts - called subsets - that differ from each other and require individual settings
- You want to combine different documents into one file

Different subsets are subsets that have a mix of 1-sided and 2-sided pages, or require different exposure settings, for example. When you scan these types of documents, you must define the settings for each subset individually.

This section describes the following.

- Combine subsets into one file.
  Furthermore, this sections describes the actions you can carry out from the preview pane.
- Add a subset
- Insert a subset
- Delete a subset
- Edit a subset.

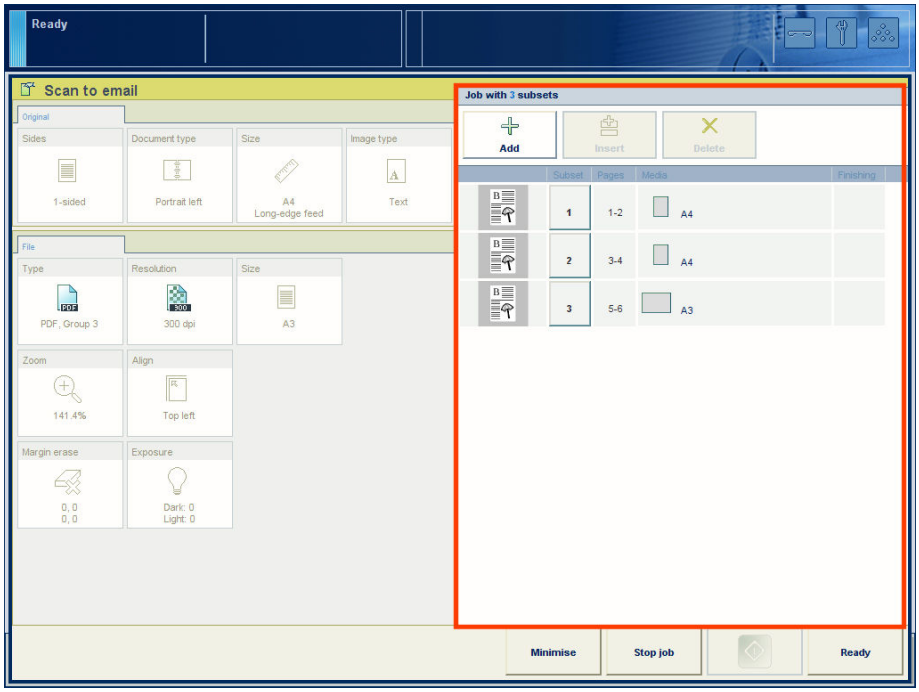
Before you begin

1. Divide your document into subsets.
2. Put the first subset into the automatic document feeder or on the glass plate.

Note:
When you use the automatic document feeder, the size of the originals must be one of the supported standard sizes.

3. If necessary, adjust the original guides of the automatic document feeder.

Illustration



[87] Example of the preview pane

Combine subsets into one file

1. On the operator panel, press the 'Copy/Scan' button.
2. Select a scan profile.
   The job window opens.
3. Press 'Subsets'.
4. Define the settings for the first subset (original and file).

Note:
Some settings that you define for the first subset apply to the whole job, the 'Type' and 'Resolution' settings, for example. These settings are fixed and are greyed out after scanning the first subset.

5. Press the Start button .
6. Put the next subset into the automatic document feeder or on the glass plate.
7. Repeat the steps 4 - 6 for all other subsets.

Note:
A number indicates the order in which the subsets have been scanned.

8. When all subsets have been scanned, press 'Ready'.
   A full overview of all the scanned subsets appears in the right-hand pane. If required, you can still adapt the job:
   - Add another subset (see *'Add a subset'* on page 163)
   - Insert a subset (see *'Insert a subset'* on page 163)
   - Delete a subset (see *'Delete a subset'* on page 164)
   - Edit a subset (see *'Edit a subset'* on page 164).
9. When the job is OK, start the creation of the file (see *'Define the general parameters and start the creation of the file'* on page 164).

Add a subset

1. Put the subset into the automatic document feeder or on the glass plate.
2. In the preview pane, press 'Add'.
   The settings pane becomes available.
3. Define the settings for the new subset.
4. Press the Start button .
   The new subset is added to the end of the list of subsets.
5. Repeat the steps 3 and 4 if you want to add more subsets, or press 'Ready' when all the additional subsets have been scanned.
   The full overview of all the scanned subsets appears.
6. When the job is OK, start the creation of the file (see *'Define the general parameters and start the creation of the file'* on page 164).

Insert a subset

1. Put the subset into the automatic document feeder or on the glass plate.
2. In the preview pane, select the subset below the position where you want to insert a subset.
3. Press 'Insert'.
   The settings pane becomes available. Furthermore, an empty line appears above the selected subset.
4. Define the settings for the new subset.
5. Press the Start button .
6. Repeat the steps 4 and 5 if you want to insert more subsets after the new subset, or press 'Ready' when all the additional subsets have been scanned.

Note:
If you want to insert another subset at another position, you must first press 'Ready' and then repeat the steps 1 to 5.

The full overview of all the scanned subsets appears.

7. When the job is OK, start the creation of the file (see *'Define the general parameters and start the creation of the file'* on page 164).

Delete a subset

1. In the preview pane, select the subset you want to delete.
2. Press 'Delete'.
3. When the job is OK, start the creation of the file (see *'Define the general parameters and start the creation of the file'* on page 164).

Edit a subset

1. In the preview pane, select the subset you want to edit.
2. Edit the settings.

Note:
The settings you can edit become available. All the settings you cannot change are greyed out.

3. When the job is OK, start the creation of the file (see *'Define the general parameters and start the creation of the file'* on page 164).

Define the general parameters and start the creation of the file

1. When the job is OK, press 'Ready'.
2. Define the parameters, like the user code and the account ID. These values apply to the whole scan job.
3. Press the Start button to start the creation of the file.

The Trays view

Introduction to the 'Trays' view

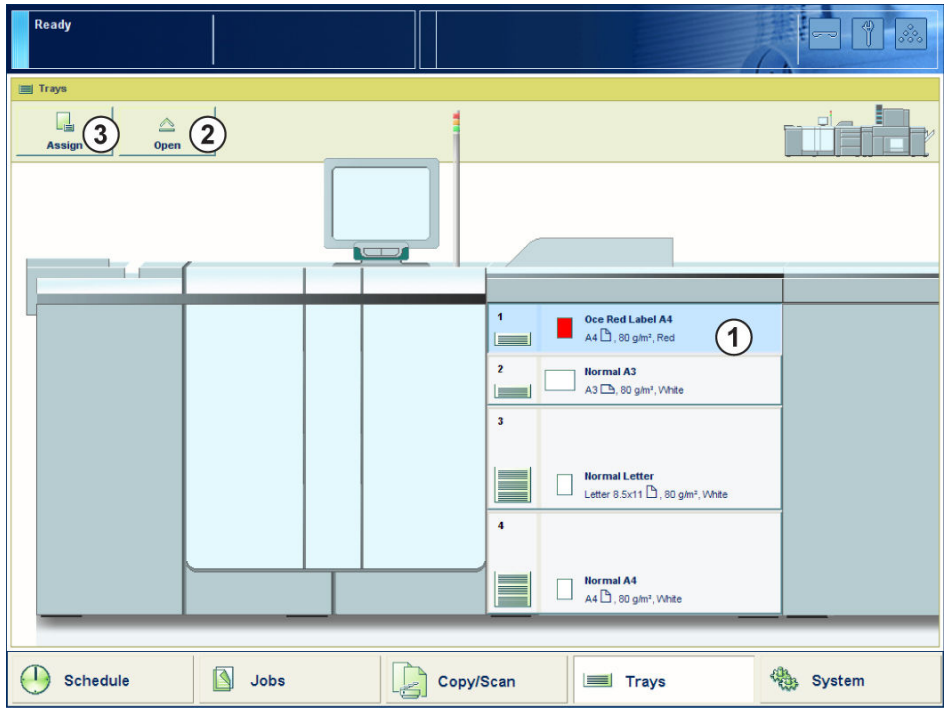
Introduction

The 'Trays' view has the following functions.

- Display the current content and filling level of the paper trays
- Open the paper trays and assign the required media for the print jobs (see *'Assign the media to a paper tray'* on page 168)
- Change the media that is currently assigned to a paper tray
- Assign media to a paper tray when you already loaded the media and pressed the button for 'Not assigned' on the control panel of the paper module (see *'The paper module'* on page 35).

This section describes the items of the 'Trays' view.

Illustration



[88] Example of a configuration with 1 paper module

The items of the 'Trays' view

Description of the 'Trays' view

Number	Item	Function
1	Content of the paper trays	Indicate the current content and filling level of the paper trays. The 'Trays' view displays the parameters of the media that are currently in the paper trays. The parameters are a combination of icons and texts (see *'Introduction to the 'Trays' view'* on page 165).
2	'Open' button	Open the selected paper tray to load the media (see *'Assign the media to a paper tray'* on page 168).
3	'Assign' button	Assign media from the media catalogue (see *'Assign the media to a paper tray'* on page 168).

The paper tray information

The 'Trays' view displays the following textual information for each paper tray.

- The media name, for example 'Normal paper'
- The media size, for example A4 or Letter
- The media weight, for example 80 g or 20 lb bond
- The media colour
- The special characteristics of the media, for example 'cyclic' or 'punched'. In brackets, additional information is given about these media, for example the cycle count or the number of holes for punched media.

The 'Trays' view displays the following icons for each paper tray.

The meaning of the icons

Icon	Description
	The paper tray is empty
	The paper tray is full *Note:* Each line indicates the presence of about 100 sheets
	The paper tray is too full. Please remove sheets from the stack
	The plate inside the paper tray is down
	The paper tray is open

Icon	Description
	The paper guides inside the paper tray do not match the selected media size. You must correct the paper guides or the selected media
	The paper tray contains media that are fed over the long edge (LEF) or short edge (SEF). The small icons indicate A4/Letter or A4/Letter-like media. The large icons indicate A3/Ledger or A3/Ledger-like media. When you defined a colour for a media, the icon can have that colour
	The paper tray is in use for one or more scheduled jobs
	The paper tray contains tab sheets
	The paper tray contains tab sheets that must be processed as inserts
	The paper tray contains inserts
	The paper tray contains media that are fed over the long edge (LEF)
	The paper tray contains media that are fed over the short edge (SEF)

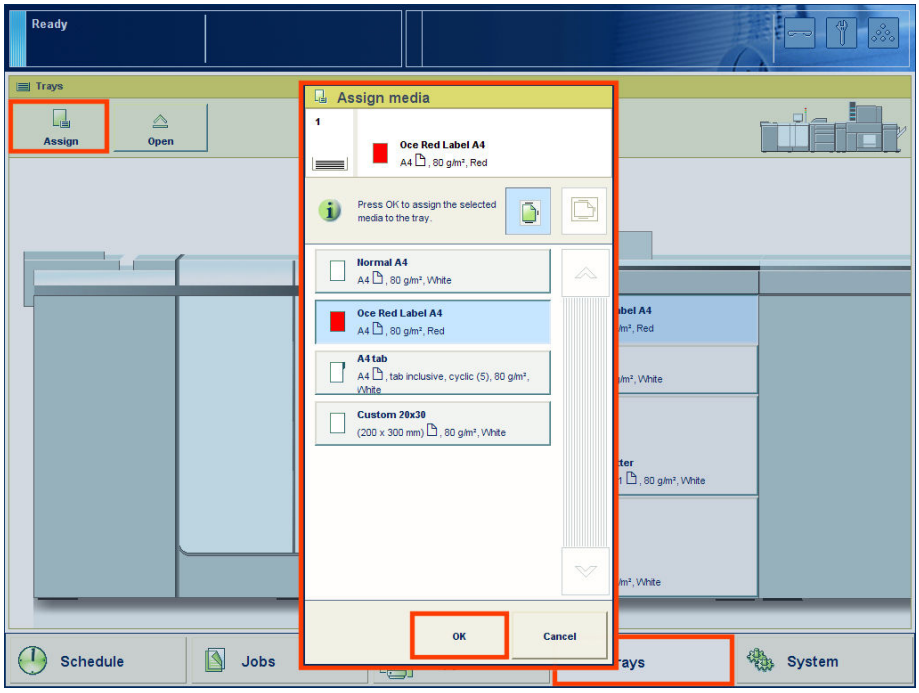
Assign the media to a paper tray

Introduction

The 'Trays' view has several functions (see *'Introduction to the 'Trays' view'* on page 165). This section describes how to open the paper trays and assign the media in the 'Trays' view.

Note:
The preferred way to load the required media is via the 'Schedule'. There you can select a media and use the 'Load' button, or press the required media button 2 times.

Illustration



[95] Change and assign media

Load and assign the media to a paper tray

1. On the operator panel, select the 'Trays' view.
2. Press the paper tray where you want to put the media, for example tray 2.
3. Press 'Open'.

4. Load the media (see *'Load the media'* on page 48).
5. Close the paper tray.

Note:
There is a risk that a job is printed on a wrong media.

6. Press 'Assign'.
   A window with media names appears. The previous media in the selected paper tray is highlighted.

Note:
The list displays all the media in the media catalogue that match the position of the paper guides inside the closed paper tray. When the list is empty, the media catalogue does not contain media that match the position of the paper guides.

7. Press the name of the loaded media, for example Premium Label.
8. Press 'OK'.

Change the currently assigned media type

1. On the operator panel, select the 'Trays' view.
2. Select the paper tray for which you want to change the assigned media type.
3. Press 'Assign'.
   A window with media names appears.

Note:
The list displays all the media in the media catalogue that match the current position of the paper guides inside the paper tray. When the list is empty, the media catalogue does not contain media that match the position of the paper guides.

Note:
There is a risk that a job is printed on a wrong media.

4. Press the name of the new media type.
5. Press 'OK'.

The System view

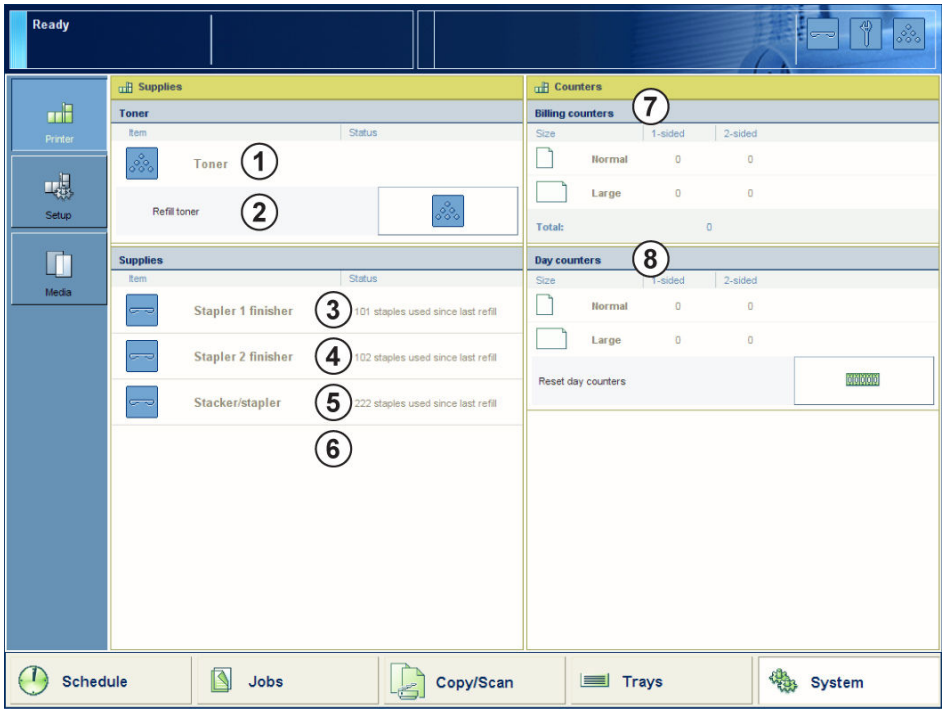
The Printer section

Introduction to the 'Printer' section

Introduction

The 'System' view gives access to system settings, system information and media information.
This section gives an overview of the 'Printer' section in the 'System' view.

Overview of the 'Printer' section



[96] Overview of the 'Printer' section

The items of the 'Printer' section

Description of the 'Printer' section

Number	Item	Function
1	Toner level	Indicate the filling level of the left-hand toner unit (see *'Check the status of the toner reservoir'* on page 172).
2	Refill toner	Resets the toner status to status filled (see *'Add toner'* on page 258).
3	Stapler level	Indicate the number of staples that stapler 1 of the finisher has used since the last refill (see *'Check the status of the staple cartridges'* on page 173).
4	Stapler level	Indicate the number of staples that stapler 2 of the finisher has used since the last refill (see *'Check the status of the staple cartridges'* on page 173).
5	Stapler level	Indicate the number of staples that the stapler of the stacker/stapler has used since the last replacement.
6	Status of the external finisher	Indicate whether the optional external finisher is on-line or off-line.
7	'Billing counters'	Indicate the total number of prints that have been made since the printer was installed (see *'Find the meter readings'* on page 176). You cannot reset the billing counters.
8	'Day counters'	Indicate the number of prints that have been made since the latest reset. You can always reset the day counters (see *'Reset the day counters'* on page 174).

Check the status of the toner reservoir

Introduction

The machine has 1 toner reservoir. The toner reservoir is located at the left-hand side of the engine module (see *'Introduction to the main system components and finishing devices'* on page 24). You can check the status of the toner reservoirs in the dashboard (see *'The dashboard'* on page 42) and in the 'System' view. The icons in the following table indicate the status of the toner reservoir.

This section gives an overview of the possible toner statuses. Furthermore, this section describes how to check the status in the 'System' view.

The colours of the toner icons

The toner icons

Toner icon	Description
	A blue toner icon indicates that the toner reservoir is sufficiently filled. Do not add toner.
	An orange toner icon indicates that toner reservoir is filled less than 25%. The printer can print another 600 sheets. You must add maximum 2 toner bottles as soon as possible.
	A red toner icon indicates that the toner reservoir is empty. The printing stops. You must add maximum 2 toner bottles to continue the printing.

Check the status of the toner reservoirs

1. On the operator panel, press the button for the 'System' view.
2. Press 'Printer'.
   The 'Toner' section displays the toner icon. The colour of the icon indicates the current filling level of the toner reservoir.

Check the status of the staple cartridges

Introduction

The following output locations (see *'The output locations'* on page 32) contain staple cartridges to staple your jobs.

- The stacker/stapler
- The finisher.

When all the staple cartridges are sufficiently filled, the staple icon in the dashboard (see *'The dashboard'* on page 42) is blue. When the staple icon in the dashboard is orange or red, one of the staple cartridges is empty or almost empty. You must refill the staple cartridge as soon as possible (see *'Stacker/stapler (iMFS): Replace the staple cartridge'* on page 256 or *'Finisher: Add staples'* on page 250).
To find out which staple cartridge is empty or almost empty, you must go to the 'Printer' section of the 'System' view. The icon for the staple cartridge that must be refilled is orange or red.

Note:
Even when the staple icon is blue, you can still go to the 'System' view to check the number of staples that has been used since the last refill.

The colours of the staple icon

The colours of the staple icon

Staple icon	Description
	A blue staple icon indicates that all the staple cartridges contain sufficient staples.
	An orange staple icon indicates that one of the staple cartridges is almost empty.
	A red staple icon indicates that one of the staple cartridges is empty. The printer stops when a job requires staples from the empty staple cartridge.

Check the status of the staple cartridges

1. Check the staple icon in the dashboard.
2. When the staple icon is orange or red, go to the 'Printer' section of the 'System' view to check which staple cartridge must be refilled.

Reset the day counters

Introduction

The 'Printer' section of the 'System' view displays 2 types of counters

- Billing counters
- Day counters.

These counters provide information about the number of sheets that have been printed. This section first describes the 2 counters in the 'Printer' section and how to reset the day counters.

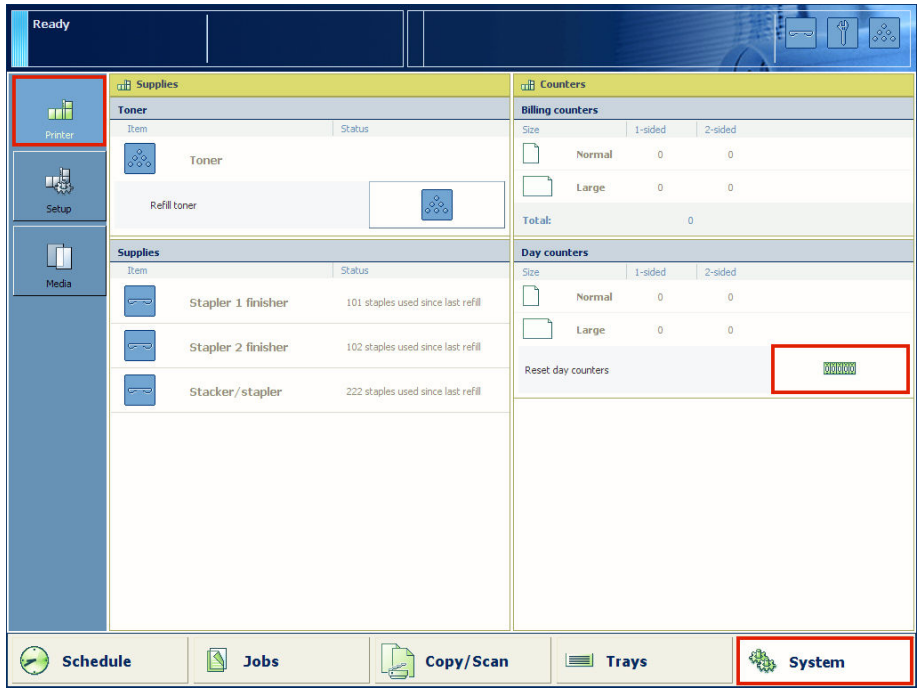
General counter information

The following table describes the counters in the 'Printer' section of the 'System' view.

Type of counter	Description
'Billing counters'	The 'Billing counters' section displays the total number of prints that have been made since the machine was installed. You cannot reset the billing counters.
'Day counters'	The 'Day counters' section displays the number of prints that have been made since the counter was last reset to 0. You can, for example, reset the day counters at the beginning of a working day or before you start a new job for a particular customer.

The 'Billing counters' and the 'Day counters' provide information about the number of 1-sided and 2-sided prints that have been made on standard-size and large media. The length of the media determines whether a media is standard size or large. Media with a length of less than 390 mm (15.35") are referred to and counted as standard-size media. Media with a length of 390 mm (15.35") or more are referred to and counted as large media.
The operator panel displays the media icon (or) as a small icon for standard-size media. For large media, the media icon is big. The media icon is used in various places on the operator panel, for example in the 'Counters' section, in the 'Trays' view and in the job information.

Illustration



[103] Reset the day counters

Reset the day counters

1. On the operator panel, press the 'System' button.
2. Press 'Printer'.
3. Press the 'Reset day counters' button in the 'Day counters' section.
   A dialogue box will ask you to confirm that you really want to reset the day counters.
4. Press 'Yes' to reset the day counters to 0.

Find the meter readings

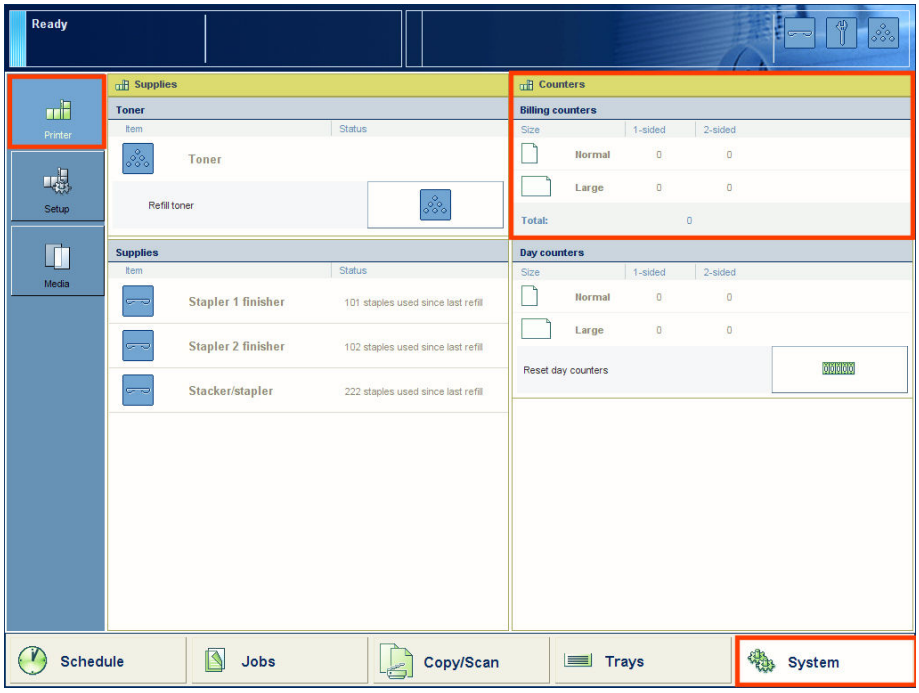
Introduction

The 'Printer' section of the 'System' view displays 2 types of counters.

- The billing counters provide information about the number of sheets that have been printed since the printer was installed. You cannot reset the billing counters.
- The day counters provide information about the number of prints since the last reset. You do not need the day counters for the meter reading. The day counters are only intended for your own convenience.

This section describes how to find the counters.

Illustration



[104] Meter reading

Find the meter readings

1. On the operator panel, press the 'System' button.
2. Press 'Printer'.
   You can find the required meter readings at the right-hand side of the screen.

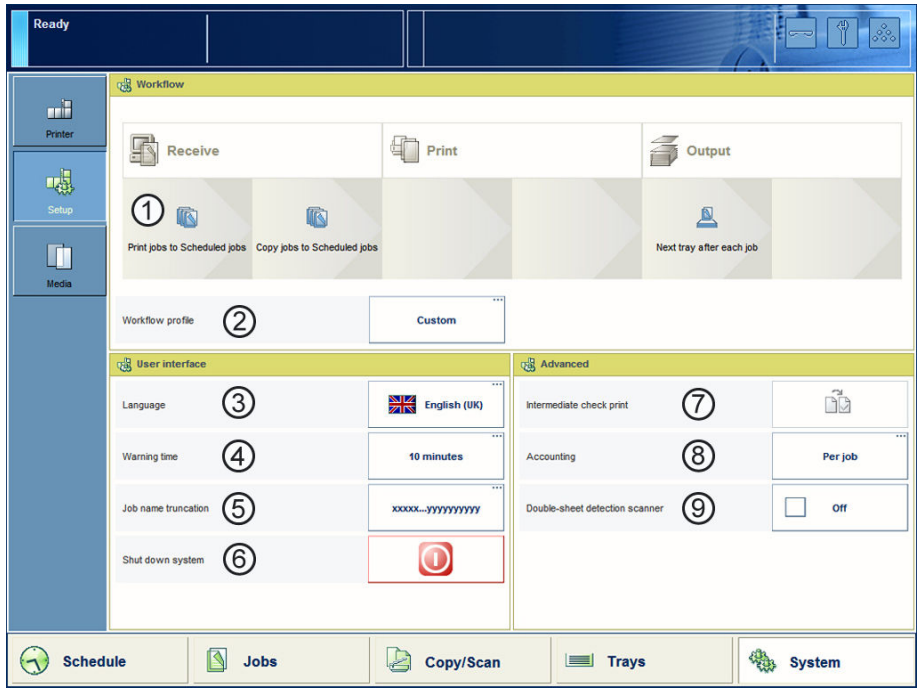
The Setup section

Introduction to the 'Setup' section

Introduction

The 'System' view gives access to system information, the system setup and media information.
This section gives an overview of the 'Setup' section in the 'System' view.

Overview of the 'Setup' section



[105] Overview of the 'Setup' section

The items of the 'Setup' section

Description of the 'Setup' section

Number	Item	Function
1	Summary of the defined workflow settings	Display the main settings of the current workflow profile. These settings are read-only.

Number	Item	Function
2	'Workflow profile' button	Define a workflow profile that matches your needs (see *'Work with the workflow profiles'* on page 179).
3	'Language' button	Change the language of the operator panel (see *'Change the language'* on page 184).
4	'Warning time' button	Define the moment when the system warns you about an action that is required soon, for example 10 minutes in advance (see *'Change the warning time'* on page 186).
5	'Job name truncation'	Define the way the system truncates the job name (see *'Truncate the job name'* on page 189).
6	'Shut down system' button	Shut down the system in a controlled way (see *'Shut down the machine'* on page 20).
7	'Intermediate check print' button	Print a test sheet of a running job to check the quality (see *'Make an intermediate check print'* on page 191).
8	'Accounting'	Define the accounting mode and the default account ID (see *'Change the accounting settings'* on page 193). The accounting mode is only available when the accounting function is enabled in the settings editor.
9	'Double-sheet detection scanner'	Indicate whether the double-sheet detection must be enabled or disabled (see *'Disable the double-sheet detection'* on page 197).

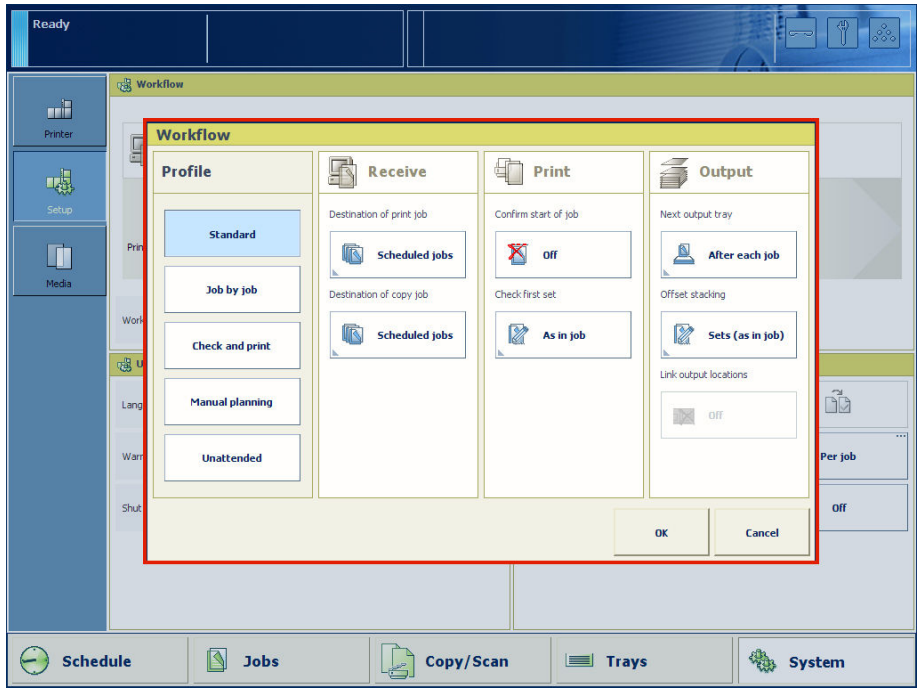
Work with the workflow profiles

Introduction

The machine is used in different printing environments. Each environment requires other settings to optimise the workflow or to meet your personal workflow preferences. The machine contains a number of default workflow profiles to help you optimise your workflow. The default workflow profiles are combinations of frequently used settings for print jobs ('Receive', 'Print' and 'Output'). However, the workflow profiles cannot cover all the possible workflows you may need. Therefore, you can also define the settings individually (custom workflow).
This section makes recommendations about when to use which workflow profile. Furthermore, this section describes the settings and the effects of the settings.

Note:
The 'Workflow profile' button in the 'Setup' section of the 'System' view displays the name of the selected workflow profile. When you customised the settings of a workflow profile, the button displays the text 'Custom'.

The workflow profiles



[106] The workflow profiles screen

The use of the default workflow profiles

The following table makes recommendations about when to use which default workflow profile.

When to use which workflow

Profile	When to use
'<html>Standard</html>'	You need a productive workflow but you still want to have sufficient control over the jobs.
'<html>Job by job</html>'	You want to start the jobs one by one. Each time a job has been printed, the machine goes on hold. You must always press the Release key ▷ to start the next job.
'<html>Check and print</html>'	You want to check the quality and layout of each first set of a job before the remaining sets will be printed.
'<html>Manual planning</html>'	The jobs are sent to the machine in a random order. You can manually define the most productive order in which the machine will print the jobs.
'<html>Unattended</html>'	You want to continue printing while you are absent, for example after working hours. Then the machine will print the scheduled jobs, provided that all the required media, supplies and output locations are available.

The default settings for 'Receive'

The default 'Receive' settings

Workflow profile	'Receive' settings	
	'Destination of print job'	'Destination of copy job'
'<html>Standard</html>'	'Scheduled jobs'	'<html>Scheduled jobs</html>'
'<html>Job by job</html>'	'<html>As in job</html>'	'<html>Scheduled jobs</html>'
'<html>Check and print</html>'	'Scheduled jobs'	'<html>Scheduled jobs</html>'
'<html>Manual planning</html>'	'Waiting jobs'	'<html>Waiting jobs</html>'
'<html>Unattended</html>'	'<html>As in job</html>'	'<html>Scheduled jobs</html>'

The default settings for 'Print'

The default 'Print' settings

Workflow profile	'Print' settings	
	'Confirm start of job'	'Check first set'
'<html>Standard</html>'	'Off'	'<html>As in job</html>'
'<html>Job by job</html>'	'On'	'<html>As in job</html>'
'<html>Check and print</html>'	'Off'	'On'
'<html>Manual planning</html>'	'Off'	'<html>As in job</html>'
'<html>Unattended</html>'	'Off'	'Off'

The default settings for 'Output'

The default 'Output' settings

Workflow profile	'Output' settings	
	'Next output tray'	'Offset stacking'
'<html>Standard</html>'	'<html>After each job</html>'	'<html>Sets (as in job)</html>'
'<html>Job by job</html>'	'<html>After each job</html>'	'<html>Sets (as in job)</html>'
'<html>Check and print</html>'	'<html>After each job</html>'	'<html>Sets (as in job)</html>'
'<html>Manual planning</html>'	'<html>After each job</html>'	'<html>Sets (as in job)</html>'
'<html>Unattended</html>'	'<html>When tray is full</html>'	'<html>Banners</html>'

Values and effects of the settings

The following table describes the effects of the various values of the settings.

Values and effects of the settings

Setting	Values	Effect
'Destination of print job'	'Scheduled jobs'	The jobs are immediately sent to the list of 'Scheduled jobs'. The machine will print the jobs in the ripped order. You can do the following to rearrange the order in which the jobs will be printed. ■ Move jobs to the list of 'Waiting jobs' or ■ Use 'To top' to move a job to the top of the list of 'Scheduled jobs' (see *'Give priority to a scheduled job'* on page 61).
	'Waiting jobs'	You can manually define the order in which the jobs will be printed.
	'<html>As in job</html>'	The submitted jobs go to the destination that is defined in the job ticket or in the copy job.
'Destination of copy job'	'<html>Scheduled jobs</html>'	Default the jobs are immediately sent to the list of 'Scheduled jobs'. You can change this default setting. The machine will print the jobs in the ripped order. You can do the following to rearrange the order in which the jobs will be printed. ■ Move jobs to the list of 'Waiting jobs' or ■ Use 'To top' to move a job to the top of the list of 'Scheduled jobs'.
	'<html>Waiting jobs</html>'	You can manually define the order in which the jobs will be printed.
'Confirm start of job'	'On'	The machine always stops before the next scheduled job. You must press the Release key ▷ to start each job.
	'Off'	The machine prints the scheduled jobs one after the other. The machine does not stop before the next scheduled job, unless there is a reason to stop. For example when a media is not available.

Setting	Values	Effect
'Check first set'	'On'	The machine goes on hold after the first set of a job is printed. You can check the quality and lay-out of the first set before the machine prints the remaining sets.
	'Off'	The machine will print the whole job without stopping after the first set.
	'<html>As in job</html>'	The machine will print the jobs as indicated in the job ticket.
'Next output tray'	'<html>After each job</html>'	Each job is sent to the next available output tray. In this context, the second stack of the stacker is also defined as an output tray.
	'<html>When tray is full</html>'	All the jobs are stacked until an output tray is full. When an output tray is full, the next jobs are sent to the next output tray.
'Offset stacking'	'<html>Jobs</html>'	Each printed job that is delivered to an output location is stacked on top of the previous printed job with an offset. This helps you to identify the various jobs.
	'<html>Sets (always)</html>'	Each printed set that is delivered to an output location is stacked on top of the previous set with an offset. This helps you to identify the various sets.
	'<html>Sets (as in job)</html>'	Each printed set is delivered to the output location as defined in the job ticket or copy job. Therefore, the sets can be stacked in one straight line or with an offset.
	'<html>Banners</html>'	Each banner page of a job is delivered to the output location with an offset. This helps you to identify the separate jobs. The jobs themselves are stacked in one straight line.
	'<html>Off</html>'	All the printed jobs or sets are stacked in one straight line. There is no offset between the jobs or sets.

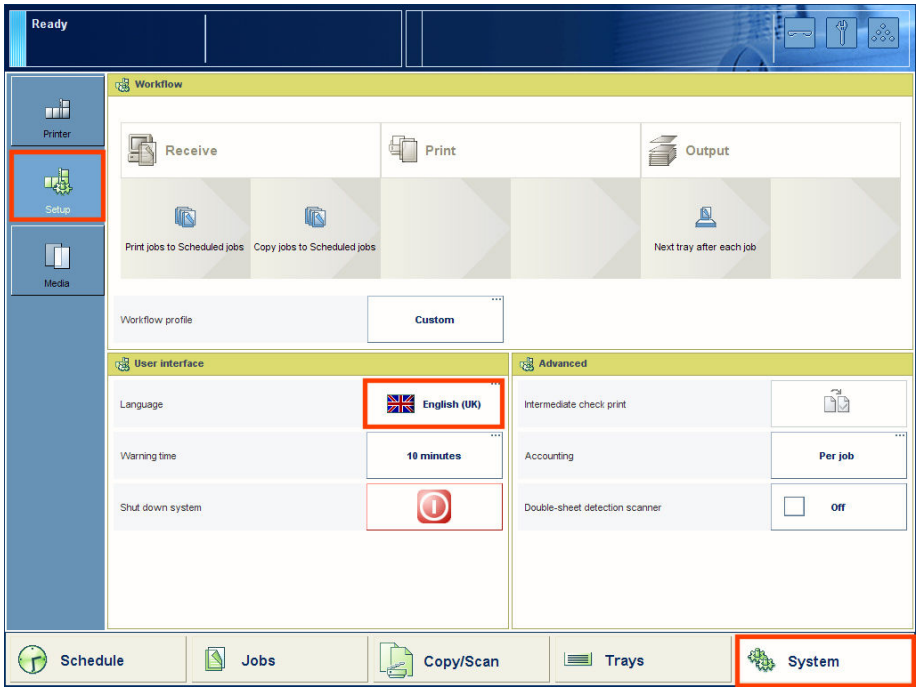
Change the language

Introduction

This section describes how to change the language of the operator panel.

Change the language

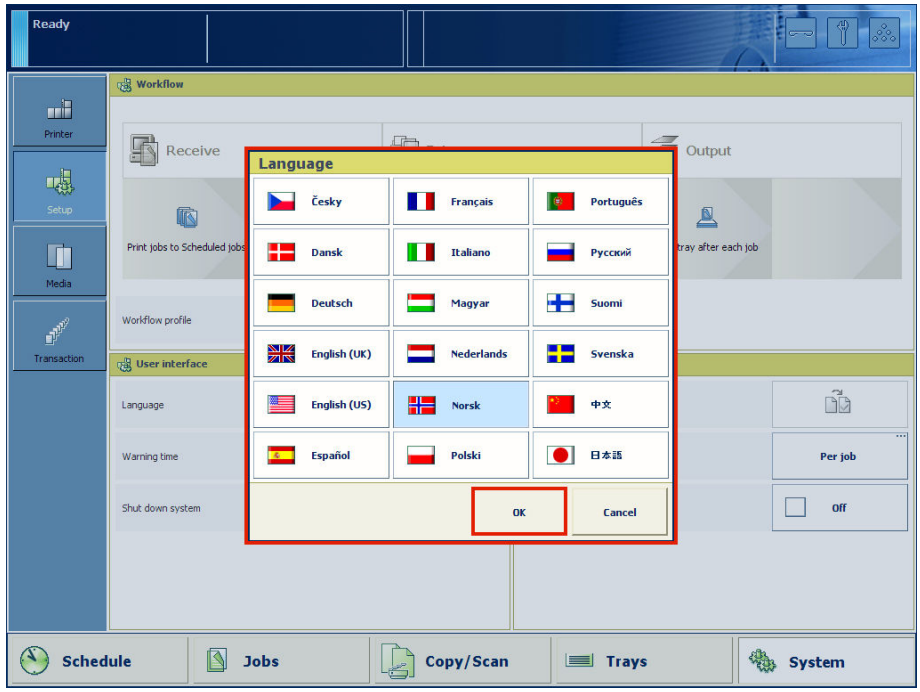
1. On the operator panel, press the 'System' button.
2. Press the 'Setup' button.



[107] Change the language

3. Press the 'Language' button in the 'User interface' section.

An overview of the available languages appears.



[108] Overview of the available languages

4. Select your language, for example 'Norsk'.
5. Press 'OK'.
   The language is changed.

Change the warning time

Introduction

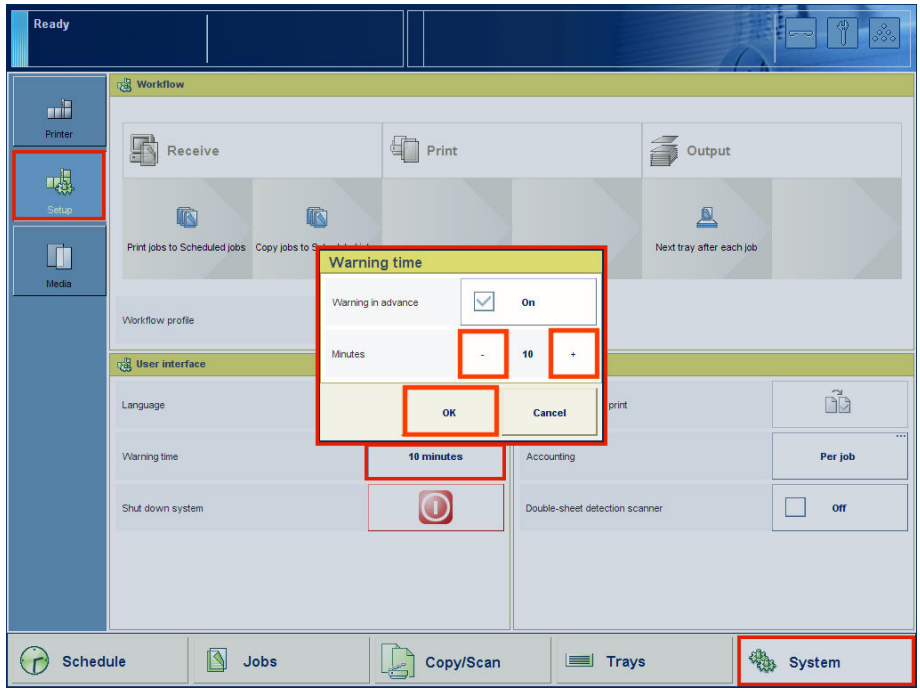
When operator interaction is required now or soon, the dashboard (see *'The dashboard'* on page 42) can display a warning message. The message informs you about a required upcoming action, for example load a required media type or empty an output location.
You can define how long in advance the warning message is displayed. By factory default, the function 'Warning in advance' is enabled and set to 10 minutes. Then the dashboard starts to display the warning 10 minutes before an action becomes inevitable. If you do not respond to the warning message, the printer will stop. Depending on the urgency of the warning message, the vertical bar in the dashboard is orange or red.
This section describes how to change the warning time. This section also describes how to disable the function 'Warning in advance', in case you do not want to use the warning function.

Note:
The operator attention light (see *'The operator attention light'* on page 30) is linked to the status of the machine. For example, when the dashboard displays an orange warning, the orange light of the operator attention light also lights up.

Set the warning time

1. On the operator panel, press the 'System' button.
2. Press 'Setup'.
3. Press the 'Warning time' button in the 'User interface' section.

The following dialogue box appears.



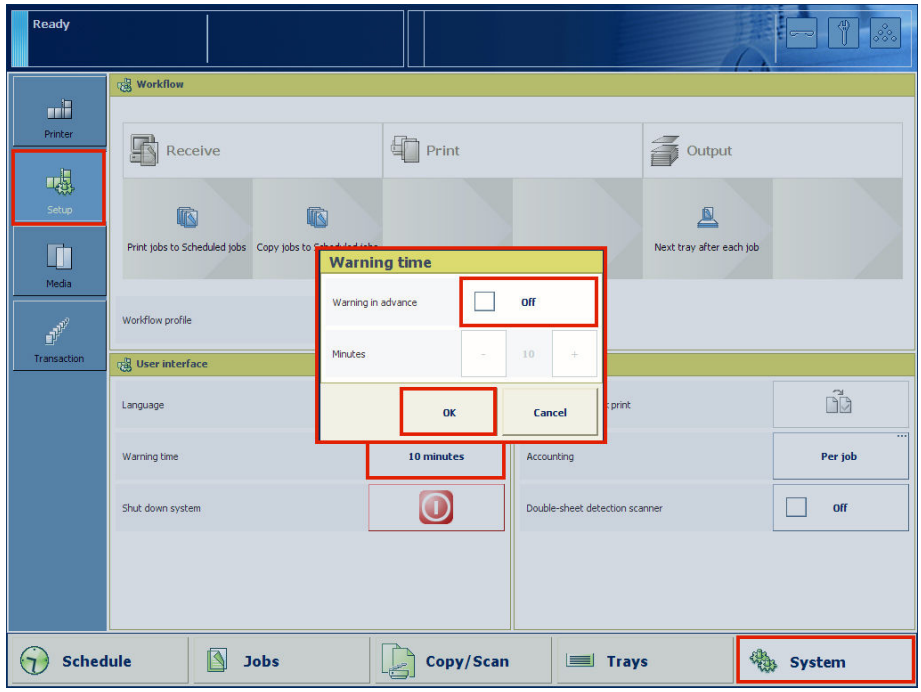
[109] Set the warning time

4. Press the - or + button to decrease or increase the warning time.
   You can set a time from 1 - 60 minutes.
5. Press 'OK'.

Disable the warning time

1. On the operator panel, press the 'System' button.
2. Press 'Setup'.
3. Press the 'Warning time' button in the 'User interface' section.
   A dialogue box appears. When the 'Warning in advance' function is enabled, the 'Warning in advance' button displays a check mark and the status 'On'.
4. Press the 'Warning in advance' button.

The check mark disappears. The status 'On' changes into 'Off'.



[110] Disable the warning time

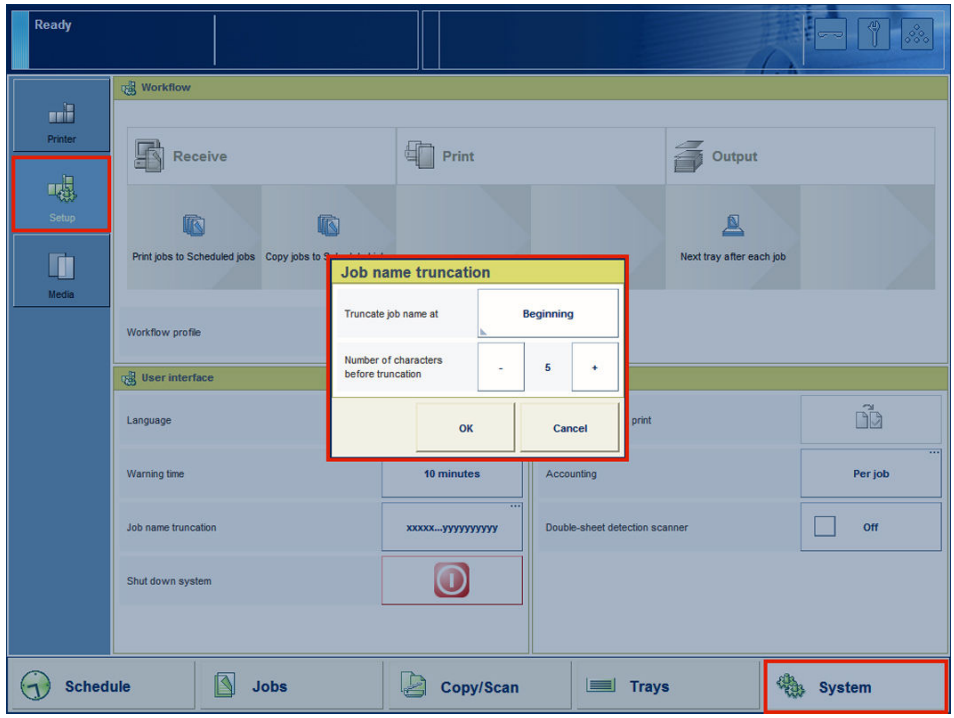
5. Press 'OK'.

Truncate the job name

Introduction

The operator panel displays all print and copy jobs with their job names in the 'Jobs' view. When a job name is too long, the systems truncates the job name. To enable you to identify your jobs in the lists more easily, you can define how the system truncates the job names. This allows you to keep the identifying part of the job name. You can choose to truncate the job name at the beginning or at the end of the name.

Illustration



[111] Truncate the job name

How to truncate the job name

1. On the operator panel, press the 'System' button.
2. Press 'Setup'.
3. In the 'User interface' section, press the 'Job name truncation' button.
4. Press the 'Job name truncation' button to change the truncation method.
   You can choose to truncate at the 'Beginning' or the 'End' of the job name.

5. Press the - or + button to change the number of characters before truncation.

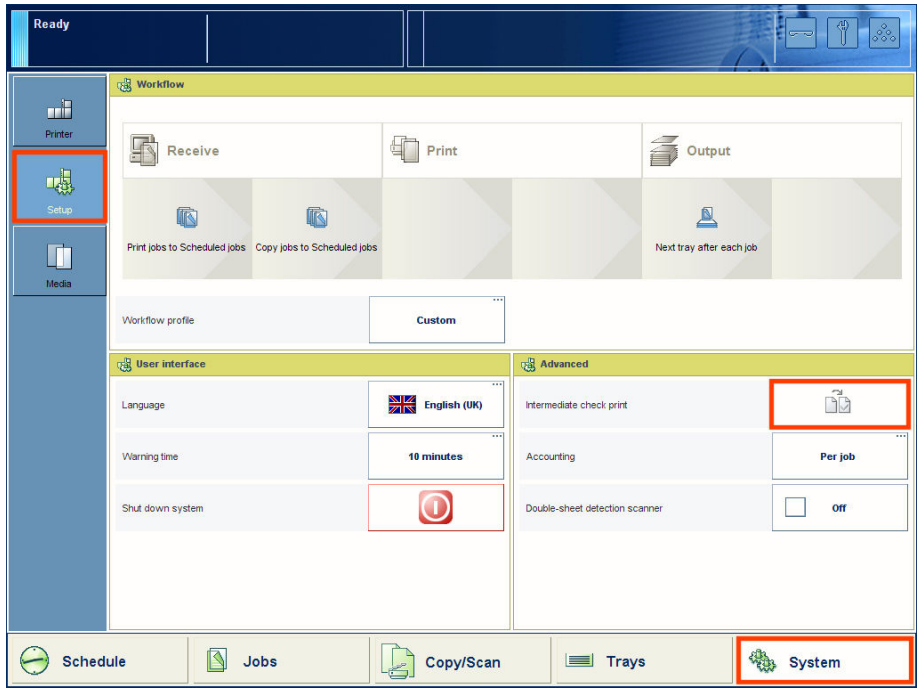
Make an intermediate check print

Introduction

The machine has a function that enables you to make a check print while a job is printed. This function is called the intermediate check print. When you use this function, the machine prints a copy of the sheet that is printed at the moment you press the 'Intermediate check print' button. You can use this sheet to check whether the quality and consistency of the prints still meet your requirements.
This section describes how to make an intermediate check print.

Note:
You can also press the 'Intermediate check print' button when a job has not yet started. As soon as you press the Release key ▷, a copy of the first sheet of the job will be printed.

Illustration



[112] Make an intermediate check print

Make an intermediate check print

1. On the operator panel, press the 'System' button.
2. Press 'Setup'.
3. Press the 'Intermediate check print' button in the 'Advanced' section.
   The intermediate check print is sent to the system output (see *'The output locations'* on page 32).

Change the accounting settings

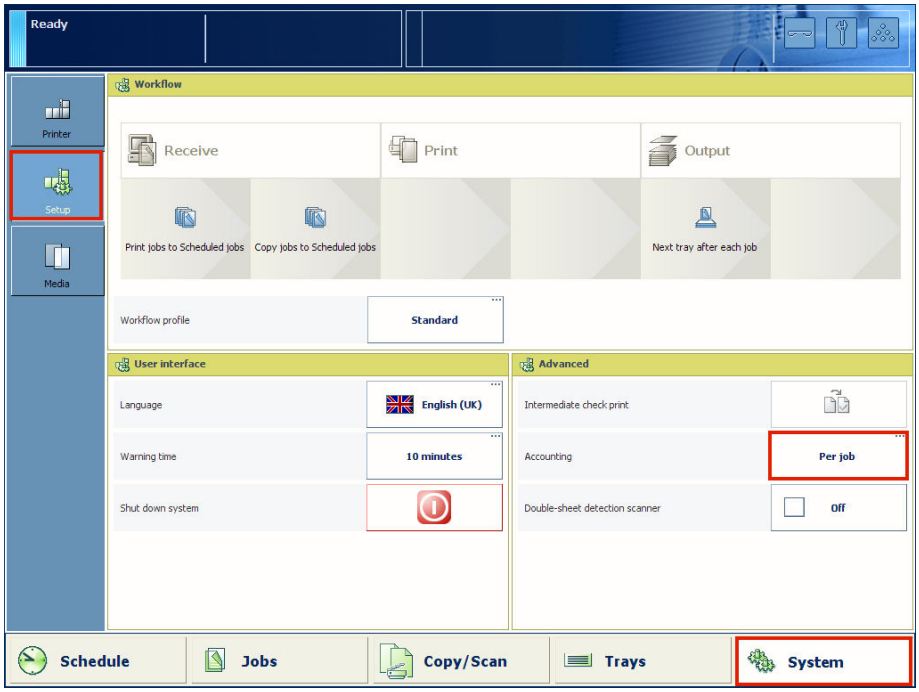
Introduction

The accounting button is only visible when the accounting function is enabled in the Settings Editor. Accounting is an optional function that enables you to store information of print jobs, copy jobs and scan jobs in a file. The information in the file is used to charge the costs for these jobs to relevant persons, projects, customers or departments.

The accounting settings

'Accounting' settings	Description
'Accounting mode'	'<HTML>Per job</HTML>'. A dialogue box appears for each job. You must enter the account ID for each job individually. The dialogue box does not appear when an account ID was set in the printer driver or another job submission application.
	'<HTML>Fixed</HTML>'. The account ID that is entered here, will be used for all upcoming jobs that do not have an account ID, for example copy jobs or scan jobs. You can use this setting to copy or scan a range of documents for the same customer, for example. When you copy or scan a range of documents for another customer, you can simply clear the current account ID and enter a new account ID (see below).
'Change account ID'	Enter the account ID that will be used or all upcoming jobs that have no account ID. *Note:* The 'Change account ID' setting is only available when the 'Accounting mode' is set to '<HTML>Fixed</HTML>'.
'Clear account ID'	With this button, you can clear the account ID to avoid erroneous use.

Illustration

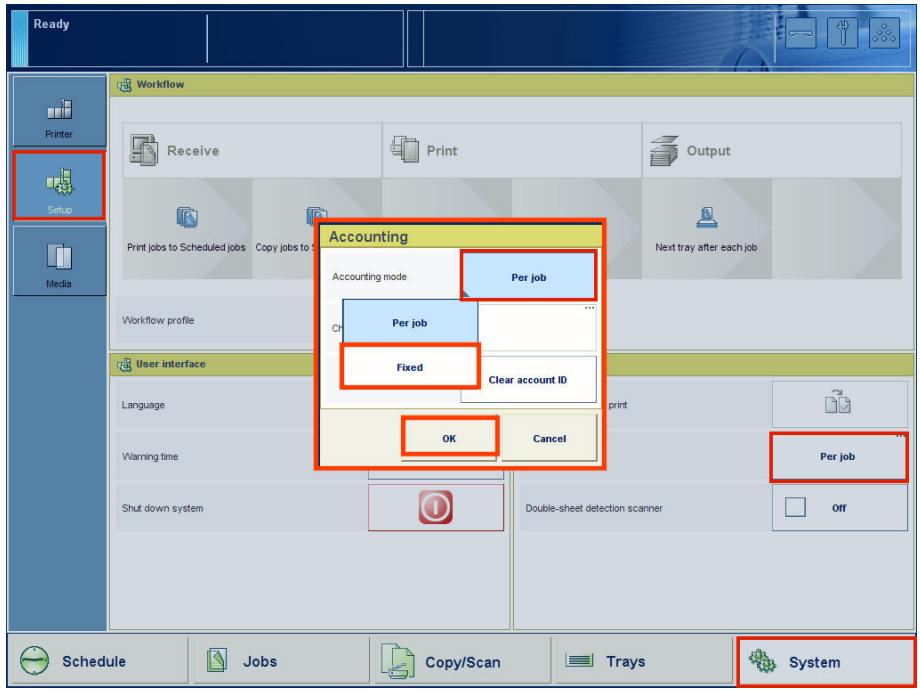


[113] Change the accounting mode

How to change the 'Accounting mode' to '<HTML>Per job</HTML>'

1. In the 'System' view, select the 'Setup' button.
2. In the 'Advanced' section, select 'Accounting'.
3. Press the button for 'Accounting mode'.
4. Press '<HTML>Per job</HTML>'.
5. Press 'OK'.

Illustration



[114] Enter a fixed account ID

How to enter a fixed account ID

1. In the 'System' view, select the 'Setup' button.
2. In the 'Advanced' section, select 'Accounting'.
3. Press the button for 'Accounting mode'.
4. Press '<HTML>Fixed</HTML>'.
5. Press 'Change account ID'.
   A numerical keyboard appears.
6. Enter the account ID (a sequence of 1 to 12 digits).

Note:
If the administrator has enabled the verification of the account ID in the Settings Editor, the system checks if the entered number is correct.

7. Press 'OK'.

How to clear the Account id

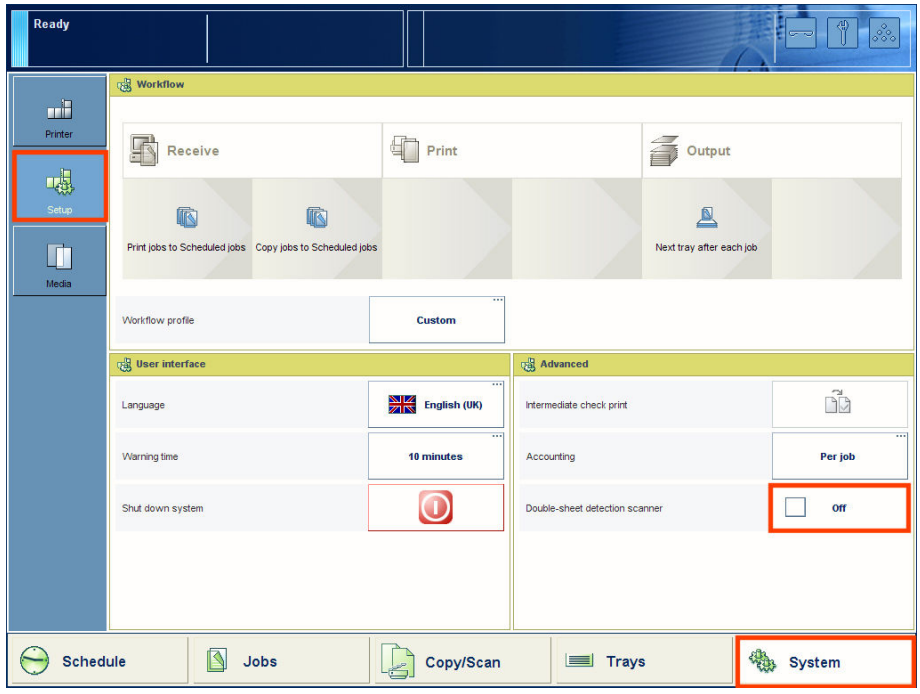
1. In the 'System' view, select the 'Setup' button.
2. In the 'Advanced' section, select 'Accounting'.
3. Press the button for 'Clear account ID'.
4. You can now:
   Press the button for 'Change account ID' and enter a new fixed account ID
   Press 'OK'. The field for 'Change account ID' remains empty.

Disable the double-sheet detection

Introduction

The machine contains a function called double-sheet detection. This function checks whether the originals in the automatic document feeder are separated and scanned one by one. When sheets stick together, the operator panel displays a warning: '<HTML>Check the originals: a double sheet is detected.</HTML>'. By default, this function is enabled. However, when you copy or scan paste-up originals, it can be convenient to disable the double-sheet detection.

Illustration



[115] The 'Double-sheet detection scanner' setting

How to disable the double-sheet detection

1. In the 'System' view, select the 'Setup' button.
2. In the 'Advanced' section, check the setting for 'Double-sheet detection scanner'.
3. When the text on the 'Double-sheet detection scanner' button is 'On', you must press the button.
   The text on the button will now change to 'Off'.

How to enable the double-sheet detection

1. In the 'System' view, select the 'Setup' button.
2. In the 'Advanced' section, select 'Double-sheet detection scanner'.
3. When the text on the 'Double-sheet detection scanner' button is 'Off', you must press the button.
   The text on the button will now change to 'On'.

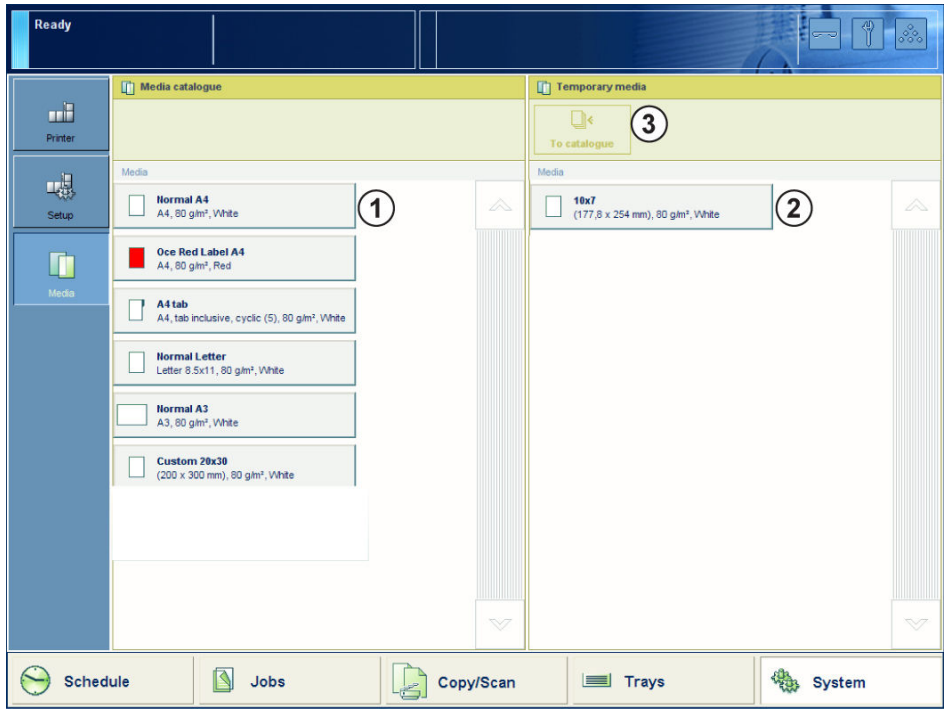
The Media section

Introduction to the 'Media' section

Introduction

This section gives an overview of the 'Media' section in the 'System' view.

Overview of the 'Media' section



[116] Overview of the 'Media' section

The items of the 'Media' section

Description of the 'Media' section

Number	Item	Function
1	List of all the media that are available in the 'Media catalogue'.	Display the current content of the 'Media catalogue' (see *'Introduction to the 'Trays' view'* on page 165).

Number	Item	Function
2	List of temporary media	Display the temporary media that are currently available on the system (see *'Add temporary media to the 'Media catalogue''* on page 203).
3	'To catalogue' button	Add temporary media to the media catalogue (see *'Add temporary media to the 'Media catalogue''* on page 203).

Introduction to the media handling

Introduction

The machine supports a wide range of media, including tabs and inserts. The supported media sizes range from 203 mm x 203 mm (minimum) to 305 mm x 457 mm (maximum). The supported media weights range from 50 - 300 g/m² for media that are recommended by the manufacturer, and 60 - 200 g/m² for other media.

This section describes the following.

- Media handling in general
- The 'Media catalogue'
- Temporary media.

Note:
You can place all the supported media in any paper tray.

General introduction to the media handling

All the print jobs require media that you can assign to the paper trays via the operator panel. The print jobs can require media that are included in the 'Media catalogue'. However, the print jobs can also require media that are not included in the 'Media catalogue'. These media become temporary media on the system.

What is the 'Media catalogue'

The 'Media catalogue' is a list of predefined media and media attributes which you can define in the Settings Editor application on the controller. The use of the 'Media catalogue' is only recommended, not compulsory.

When you use the 'Media catalogue', the operator panel, the printer drivers and other applications all display the same list of predefined media. The operator panel and the printer driver automatically retrieve and show the latest version of the 'Media catalogue'.

What are temporary media

You can also use many other media that are not included in the 'Media catalogue'. These media become temporary media. You can look up the currently used temporary media in the 'Media' section of the 'System' view. Furthermore, you can assign the temporary media to a paper tray.

The temporary media remain available on the system until:

- No more waiting jobs need this media type
- No more scheduled jobs need this media type
- No more printed jobs need this media type
- This media type is no longer available in the paper trays.

When you plan to use these media more often, you can add these temporary media to the 'Media catalogue' (see *'Add temporary media to the 'Media catalogue''* on page 203).

Add temporary media to the 'Media catalogue'

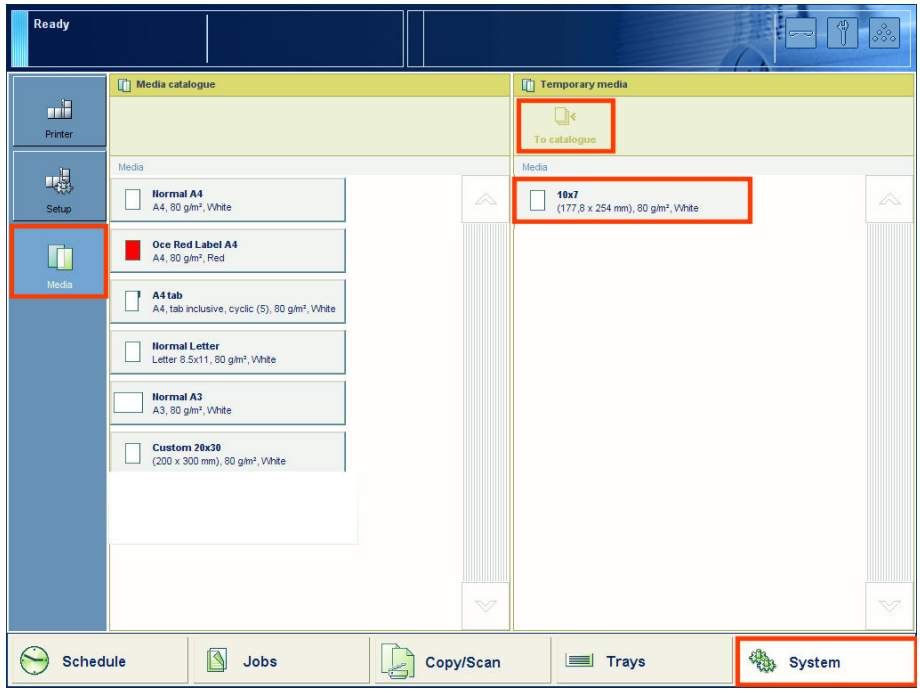
Introduction

When a job is submitted that requires media that are not included in the 'Media catalogue', these media become temporary media. The operator panel displays the temporary media in the following places.

- In the list of 'Required media' in the 'Schedule' view, when the job is scheduled for printing.
- In the list of 'Temporary media' in the 'Media' tab of the 'System' view.

When you plan to use a temporary media more often, you can add the media to the 'Media catalogue'.
This section describes how to add temporary media to the 'Media catalogue'.

Illustration



[117] Temporary media

Add temporary media to the 'Media catalogue'

1. On the operator panel, press the 'System' button.

2. Press 'Media'.
   The names of the temporary media are displayed in the 'Temporary media' section.
3. Select the media you want to add to the 'Media catalogue'.
4. Press 'To catalogue'.
   The media is added to the 'Media catalogue'.

Note:
If required, you can edit the attributes of the media in the 'Media catalogue' that is part of the Settings Editor.

The Transaction section (optional)

Introduction to the 'Transaction' section

Introduction

When the printer contains the optional IPDS or PCL licence for transaction printing, the printer can be used both for document printing and transaction printing. Then you can print typical transactional documents like invoices, salary slips or other variable data streams. When you want to use the printer for transaction printing, you must first switch the printer from the document printing mode to the transaction printing mode. This is only possible when the list of 'Scheduled jobs' is empty. When the list of 'Scheduled jobs' is empty, you can activate the transaction printing function on the operator panel and send jobs from a server or mainframe. The 'Transaction' section on the operator panel contains the settings that you need to prepare the printer for transaction printing.

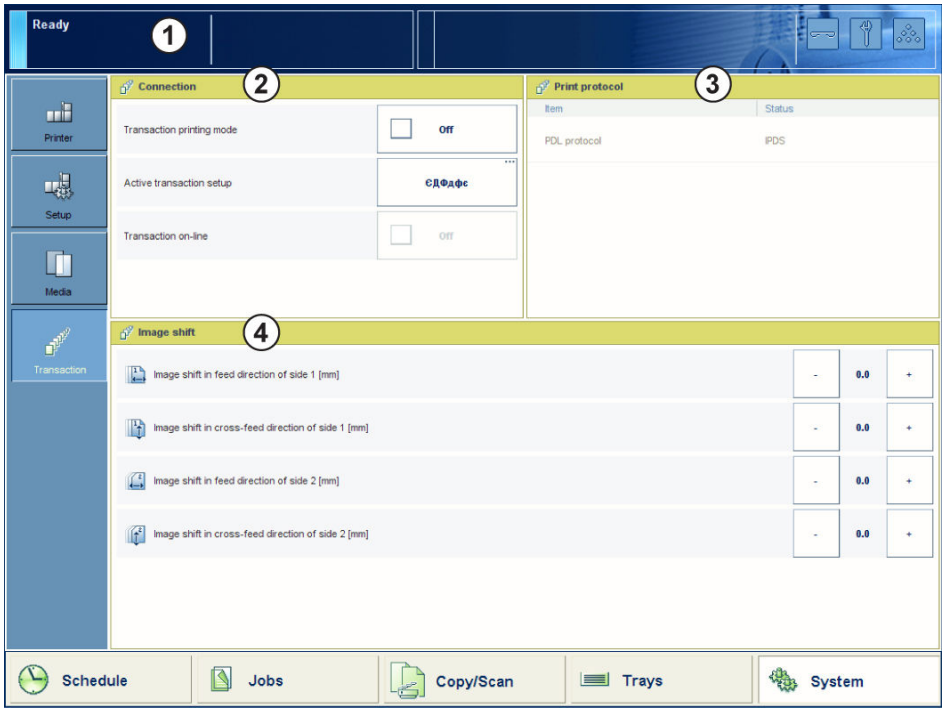
Below, the following information is described.

- An overview of the items in the 'Transaction' section on the operator panel
- The sequence of steps for transaction printing on this printer.

The activation of the transaction printing function on the printer is described in a separate section (see *'Activate the transaction printing function'* on page 209).

Note:
The operator panel displays the 'Transaction' section only when the printer has a licence for transaction printing.

Overview of the 'Transaction' section



[118] Overview of the 'Transaction' section

The items of the 'Transaction' section

Description of the 'Transaction' section

Number	Item	Function
1	Dashboard	For transaction printing, the dashboard displays the following information. ■ The connection state ■ The IP address of the server that sends the jobs ■ The name of the transaction stream ■ The progress of the transaction stream

Num-ber	Item	Function
2	'Connection'	The 'Connection' section gives access to the following functions. ■ Turn the transaction printing function on or off ■ Put the printer on-line. This is required to connect the printer to the server ■ Select the setup for the transaction stream
3	'Print protocol'	Display the active printer description language (read-only)
4	'Image shift'	Display and change the image shift

Sequence of steps for transaction printing

The following table describes the sequence of steps for transaction printing in general.

Actions at the printer side	Actions at the server side
1. Switch the printer into the transaction printing mode	
2. Select the required job setup via the operator panel. You must define the properties of the job setup in the Settings Editor application on the Controller	
3. Load the required media into the paper trays	
4. Put the printer on-line	
	5. Connect to the printer
	6. Start the transaction stream
7. Print the transaction stream *Note:* You must perform all the regular activities, for example load the media, empty the output locations, add the supplies and solve errors	

Actions at the printer side	Actions at the server side
8. Put the printer off-line when the transaction stream is ready	
9. Switch the printer back to the document printing mode	

Activate the transaction printing function

Introduction

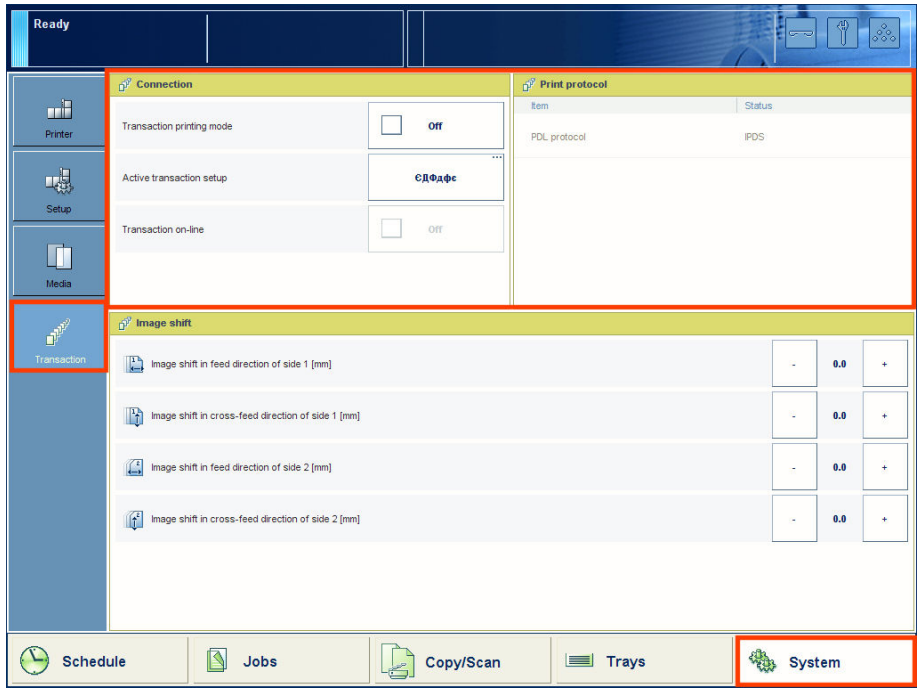
To use the transaction printing function, you must first activate this function (see *'Introduction to the 'Transaction' section '* on page 205). This section describes the following.

- How to activate the transaction printing mode
- How to switch back to the document printing mode.

Before you begin

Make sure that the list of 'Scheduled jobs' is empty.

Illustration



[119] The transaction printing pane

Switch to the transaction printing mode

1. On the operator panel, press the 'System' button.
2. Press the 'Transaction' button.

3. Press the 'Transaction printing mode' button.
   The text on the button changes from 'Off' to 'On'.
4. Press the 'Active transaction setup' button and select the required setup.
   The attributes of the transaction setup are defined in the Settings Editor application on the Controller.
5. Load the required media into the paper trays.
6. Press the 'Transaction on-line' button.
   The text on the button changes from 'Off' to 'On'.
7. On the server, connect to the printer and start the job.

Note:
When a job is ready, you can start another transactional job or switch back to the document printing mode.

Switch to the document printing mode

1. On the operator panel, press the 'System' button.
2. Press the 'Transaction' button.
3. Press the 'Transaction on-line' button.
   The text on the button changes from 'On' to 'Off'.
   Note that you can only switch the 'Transaction on-line' function to off-line when
   - the transaction stream is ready
   - the printer contains no more print data
   - the printer has stopped normally (not due to an error).

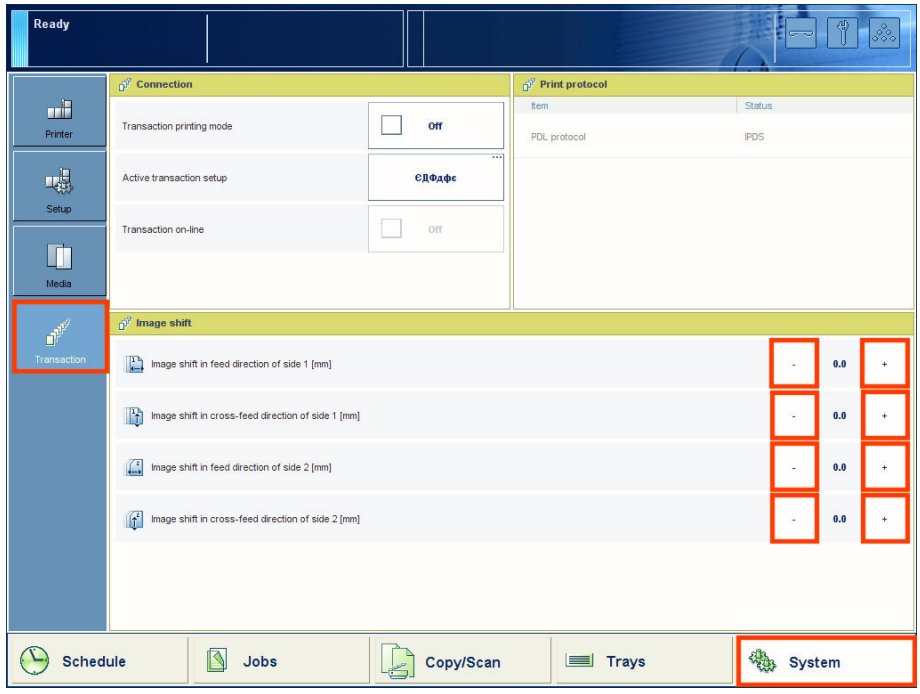
   When you switch the 'Transaction on-line' function to off-line, the connection to the host is disconnected.
4. Press the 'Transaction printing mode' button.
   The text on the button changes from'On' to 'Off'.

Shift the image in the transaction printing mode

Introduction

When you use for example pre-printed media with marked locations for specific text, a misalignment of the text can occur. For example, an address is not exactly placed in the centre of an address field, or an account number is not exactly placed in the appropriate box. To correct these misalignments, you can shift the image. You can shift the images on the front side and back side horizontally and vertically.
This section describes how to shift the image.

Illustration



[120] Shift the image

Shift the image

Note:
Only use the image shift function when you want to shift the image of the whole job. The image shift applies to all the media in all the paper trays.

1. On the operator panel, press the 'System' button.
2. Press 'Transaction'.
3. Press the - or + buttons to shift the image on the front side or back side of the sheet.

Handle the media messages

Introduction

The media catalogue

- contains a list of predefined media and their attributes
- is an essential part of the system behaviour of the Océ VarioPrint® 4110/4120
- helps you to print your jobs more easily while using the correct media

For transaction printing, the content of the paper trays (in terms of media from the media catalogue) is translated into a format that the SRA controller understands. However, the controller receives only a limited amount of information (name or size of the media). This can lead to a miscommunication where the controller misses a required media. Then the controller will ask for the required media via a message on the operator panel. This 'Media message' indicates the name or size of the missing media.

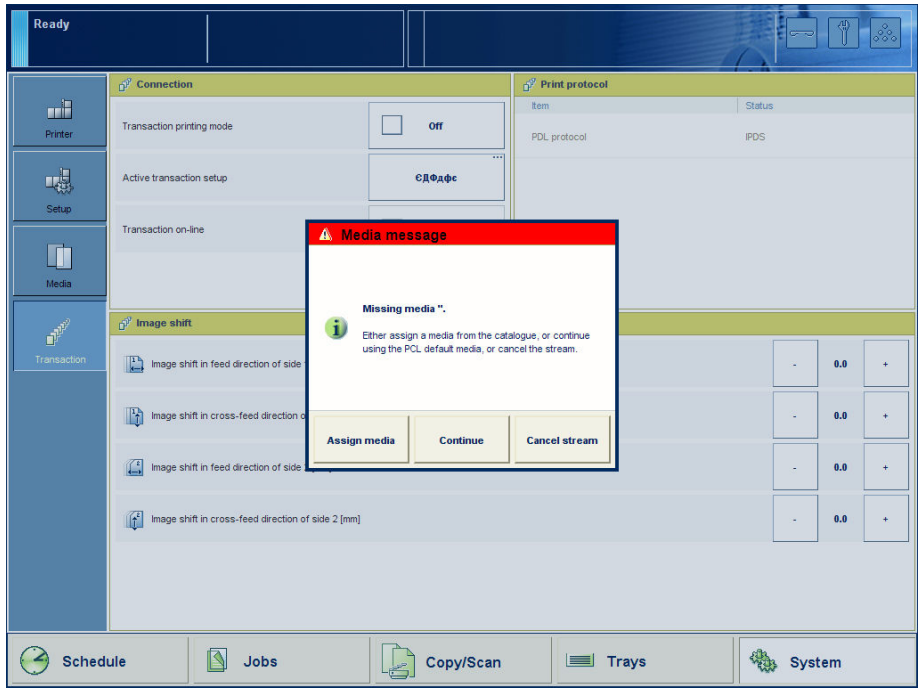
Your response to the'Media message' depends on the mode in which the printer works, either:

- The tray-to-tray mode, or
- The tray-to-media mode.

This section describes how to respond to the 'Media message' for both modes.

Note:
A 'Media message' will only occur when the printer description language is PCL.

Illustration



[121] Example of a 'Media message'

How to handle the 'Media message' in the tray-to-tray mode

1. A message on the operator panel indicates that a media is missing. Select one of the following actions as a response to the message.
   - Press '<HTML> Assign media </HTML>'.
     Continue with step 2 when you select this option.
   - Press 'Continue'.
     The controller will use the PCL default media and continue the print job.
     Note that this might be an incorrect media.
   - Press '<HTML> Cancel stream </HTML>'.
     The print job is stopped. You can now solve the problem. It is most likely that you can solve the problem on the server.

Note:
The following steps 2 and 3 apply only when you chose to assign a media.

2. From the list of media, select the media that will be used as the media the controller is asking for and press 'OK'.
   Note that this might be an incorrect media.
   The media will now be displayed with the name that is defined in the media catalogue.
3. Select the paper tray where you want to load the required media and press 'OK'.
4. Load the media.
5. Close the paper tray.
6. Press 'OK'.
   Now you can assign other media or continue the print job.

How to handle the 'Media message' in the tray-to-media mode

1. A message on the operator panel indicates that a media is missing. Select one of the following actions as a response to the message.
   - Press '<HTML> Assign media </HTML>'.
     Continue with step 2 when you select this option.
   - Press 'Continue'.
     The controller will use the PCL default media and continue the print job.
     Note that this might be an incorrect media.
   - Press '<HTML> Cancel stream </HTML>'.
     The print job is stopped. You can now solve the problem. It is most likely that you can solve the problem on the server.

Note:
The following steps apply only when you chose to assign a media.

2. From the list of media, select the media that will be used as the media the controller is asking for and press 'OK'.
   Note that this might be an incorrect media.
3. Select one of the 16 memory locations of the logical-tray table to be used for the required media.
   Note that the media that was previously allocated to that memory position in the setup will be overwritten. Then that media will no longer be available to the transaction stream.
   Now you can assign other media or continue the print job.

Create a transaction setup

Introduction

When you want to use transaction printing, you have to create the necessary transaction setups. You can create these setups in the settings editor.

Note:
When the settings editor does not display the correct language, you can change the preferred language in the internet options of your internet browser. The desired language must be first in the list of languages.

How to create a new transaction setup

1. Go to 'Transaction Printing' - 'Setups' .
2. Click the 'Add' button.
   A pop-up window appears.
3. Type in the name and the description of the transaction setup.
4. Click 'Ok'.
5. Put a checkmark in front of the transaction setup to select the setup.
6. Click 'Open'.
   The status of the setup will change to opened.
7. Change the settings under the 'IPDS setup' tab (see *'How to change the IPDS parameters'* on page 217).
   You can change the settings:
   - by group (click the pencil at the right-hand side of the group settings). This is the preferred method.
   - by item (click the pencil behind the individual settings).
8. Change the settings under the 'PCL setup' tab (see *'How to change the PCL parameters'* on page 217).
9. Change the values under the 'Settings' tab.

Note:
The status of the setup is changed to modified. You have to load the setup to make these modifications available on the printer.
Before you can load a transaction setup, you have to switch the transaction printing mode off-line.

10. Go to 'Transaction Printing' - 'Settings', and click 'Toggle the transaction printing mode' to switch the printer off-line.
11. Go to 'Transaction Printing' - 'Setups', and click 'Load'.

The setup is now available on your operator panel.

How to change the IPDS parameters

1. Go to 'Transaction Printing' - 'IPDS setup'.
2. Make sure that the Tray selection mechanism is set to Tray to Media.
   This is the preferred setting. This printer is a media-based machine. The Tray-to-media method supports this behaviour.
3. Change the settings under the 'IPDS setup' tab.
   You can change the settings:
   - by group (click the pencil at the right-hand side of the group settings). This is the preferred method.
   - by item (click the pencil behind the individual settings).
4. For 'IPDS Tray to media for media 1' assign the 'Media catalogue item' from the list.
   The list displays all the media in the media catalogue. The system copies the media attributes from the selected media to the transaction setup.
   When you assign A3/Ledger-like media or want to use short-edge feed for other media, change the feed direction to 'Short-edge feed (SEF)'.

Note:
The settings editor displays only the media for which the media name is consistent with the IPDS media name definitions. Valid characters for an IPDS media name are: A-Z, a-z, 0-9, blank.

5. Repeat step 4 for all the logical trays in your setup.

How to change the PCL parameters

1. Go to 'Transaction Printing' - 'PCL setup'.
2. Make sure that the Tray selection mechanism is set to Tray to Media.
   This is the preferred setting. This printer is a media-based machine. The Tray-to-media method supports this behaviour.
3. Change the settings under the 'PCL setup' tab.
   You can change the settings:
   - by group (click the pencil at the right-hand side of the group settings). This is the preferred method.
   - by item (click the pencil behind the individual settings).
4. For 'PCL Tray to media for media 1' assign the 'Media catalogue item' from the list. The list displays all the media in the media catalogue.

When you assign A3/Ledger-like media or want to use short-edge feed for other media, change the feed direction to 'Short-edge feed (SEF)'.

5. Repeat Step 4 for all the logical trays in your setup.

Note:
When you have more than one printer, you can exchange transaction setups. Go to 'Transaction Printing' - 'Setups' and use the 'Import' and 'Export' functions.

How to modify a transaction setup

1. Go to 'Transaction Printing' - 'Setups'.
2. Put a checkmark in front of the transaction setup to select the setup you want to modify.
3. Click the 'Edit' button, if you want to change the name of the setup.
4. Change the settings under the 'IPDS setup' tab (see *'How to change the IPDS parameters'* on page 217).
   You can change the settings:
   - by group (click the pencil at the right-hand side of the group settings). This is the preferred method.
   - by item (click the pencil behind the individual settings).
5. Change the settings under the 'PCL setup' tab (see *'How to change the PCL parameters'* on page 217).
6. Change the values under the 'Settings' tab.

Note:
The status of the setup is changed to modified. You have to load the setup to make these modification available on the printer.
Before you can load a transaction setup, you have to switch the transaction printing mode off-line.

7. Go to 'Transaction Printing' - 'Settings', and click 'Toggle the transaction printing mode' to switch the printer off-line.
8. Go to back'Transaction Printing' - 'Setups'.
9. Click 'Load'.
   The setup is now available on your operator panel.

Chapter 5
The accounting function

About the accounting function

Introduction

The machine has an optional accounting function. The system administrator must enable the accounting function in the Settings Editor to make this function visible on the operator panel. This section describes the principles and use of the accounting function.

The principles of accounting

Accounting is the allocation of costs for all types of jobs to an account. An account can for example represent a customer, a user, a department or a project. You can use the accounting function to charge the costs for the jobs to an account. The accounting information of a job is registered in an accounting record. This record is saved in an accounting log file on the Controller.

Accounting log file
An accounting log file provides detailed information per job, for example the user name or the number of copies and prints. The system administrator can retrieve the accounting log file from the Controller and access the data in an application such as Microsoft® Excel. You can use the data to generate periodical cost reports.

Account ID file
The account ID file is a database that contains a list of predefined accounts. Each account in an account ID file consists of four data fields (record ID, account ID, account name and comment). You can edit the account ID file, for example to add, delete or change accounts.

Accounting levels
You can define three levels of accounting in the Settings Editor. The select the following levels.

- The identification is disabled. This means that you do not have to enter an account number before you start a job.
- The identification is enabled. The system asks you to enter an account number before you can start a job.
- The identification and verification is enabled. This means that the machine checks if you enter a correct account ID. You can only start a job when you entered a correct account ID

The use of accounting

Reprographic departments often process the jobs for a particular person, department, project or customer in succession. The consecutive processing of these jobs is called a session. Sessions are the basis of accounting.

When you start your first job of the day, you can enter a fixed account ID for your first customer (see *'Change the accounting settings'* on page 193). Now you can process all the jobs of this customer. The account ID remains valid until you enter a new account ID.

You can enter an account ID in the printer driver and send the job to the printer. Make sure that you cancel the fixed account ID of the session before you print the job from the waiting list. The fixed Account ID overrules the account ID that is indicated in the printer driver.

Note:
Automatic print jobs that do not have a valid account ID are automatically placed int the list of Waiting jobs. You must enter a valid account ID to print the job.

The tasks of the system administrator for the accounting function

The system administrator can define a number of accounting settings in the Settings Editor. The following table displays the main settings in relation to accounting.

System administrator tasks for accounting

Person responsible	Tasks
System administrator	■ Enable the 'Account ID' setting. ■ Enable the account ID check. When an account ID file is uploaded to the Settings Editor and the account ID check is enabled, the system checks the validity of the account IDs that are entered on the operator panel. ■ Upload the account ID file to the Controller. ■ Download the account ID file from the Controller to make changes in the file. ■ Download the accounting log files.

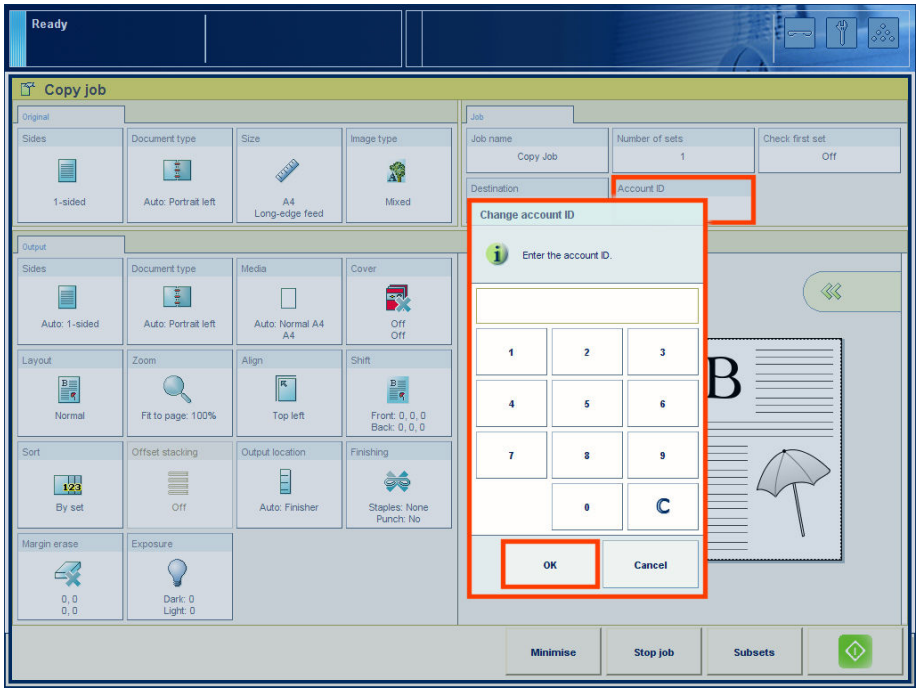
Enter an account ID per job

Introduction

When the accounting function is enabled, you must use an account ID for all jobs. For print jobs, an account ID can be defined in the printer driver or another job submission application. For copy jobs and scan job, you can set a fixed account ID for a number of consecutive jobs on the same account (see *'Change the accounting settings'* on page 193).
You can also enter an account ID per job. The operator panel will display a warning when an account ID is required but not yet defined.
This section describes how to enter an account ID in the 'Job' pane for copy jobs and scan jobs initiated in the 'Copy/Scan' view.

Note:
When the 'Accounting mode' is set to '<HTML>Fixed</HTML>', the 'Account ID' button in the 'Job' pane is greyed out. The 'Account ID' button in the 'Job' pane is only active when the 'Accounting mode' is set to '<HTML>Per job</HTML>'.

Illustration



[122] Enter an account ID per job

How to enter an account ID in the 'Job' pane

1. Press 'Account ID' button in the 'Job' pane.
   A numerical keyboard appears.
2. Enter the account ID for the job (1 - 12 digits).
   Use the "C" button to correct a wrong entry.
3. Press 'OK'.

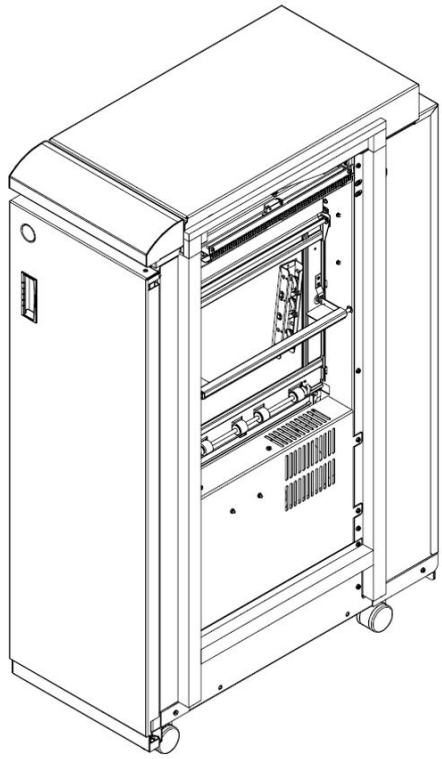
Chapter 6
Optional finishers

iXDP (integrated eXchangeable Die Punch)

Introduction

Introduction

Illustration



[123] The puncher (iXDP)

'The puncher enables you to finish documents for various types of binding. Simply replace the die set inside the puncher to get another type of binding.

Information about the die sets.

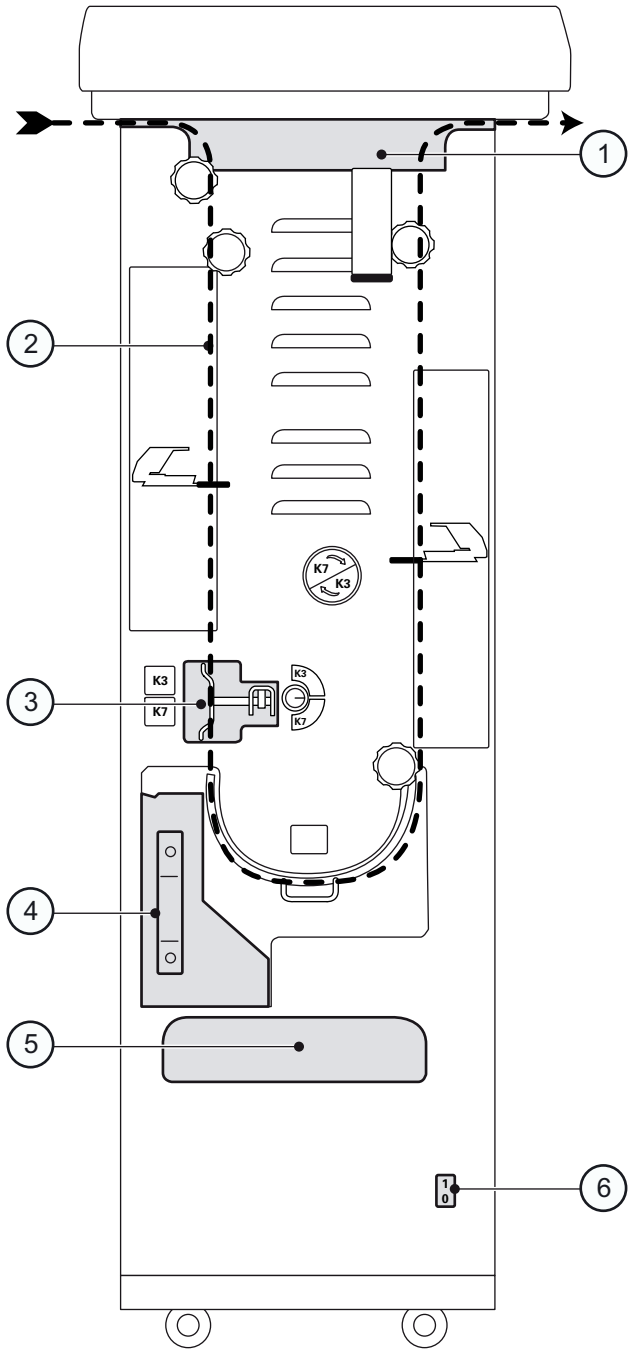
- The die sets are self-latching. You do not need tools or levers to replace a die set.

- Each die set has an identification label that shows the hole pattern and name.
- You can store 3 additional die sets in a storage area inside the puncher (see *'Main parts'* on page 228).

Operating information

Main parts

Illustration



[124] Main parts of the puncher

Description of the main parts

Description of the main parts

	Part	Description
1	Bypass	The bypass is a short straight-through paper path for documents that must not be punched.
2	Punch path	Documents that must be punched follow the U-shaped punch path. The puncher can handle media up to 216 g/m² (80 lb. cover).
3	Die set	The puncher can use many different die sets (see *'Die set summary'* on page 231). The various die sets make different types of holes in your documents for different types of binding. You do not need tools or levers to replace a die set (see *'Replace a die set'* on page 234).
4	Chip tray	The chip tray collects the paper chips that arise from the punching process. You can easily access and empty the chip tray (see *'Empty the chip tray'* on page 232).
5	Storage area for die sets	The storage area K6 inside the puncher can keep 3 die sets.
6	Power switch	The power switch turns the puncher on and off. The puncher can only operate when the power switch is in the 'I' position.

Die sets available

Introduction

The puncher can use many different die sets to punch your documents. The punching pattern of a die set determines the binding style of your document. This section describes the die sets available for the puncher.

Note:
The puncher is available in 2 versions: one version for A4 media and one version for Letter media. A4 punchers require an A4 die set. Letter punchers require a Letter die set. You cannot use A4 die sets in Letter punchers, or the other way round.

Die set summary

Each punching style listed in the tables below requires a separate die set. All the die sets can handle media up to 216 g/m² (80 lb. cover).

Die sets available for A4 punchers

Number of holes, shape	Type of binding	Type of die set
2, round	Loose-leaf binding	2-Hole
4, round	Loose-leaf binding	4-Hole
12, round	VeloBind® binding	VeloBind®
20, rectangular	Plastic Comb binding	Plastic Bind
21, rectangular	Plastic Comb binding	Plastic Bind
23, round	Wire binding	Wire 2:1 (2 holes/inch)
34, round	Wire binding	Wire 3:1 (3 holes/inch)
47, round	Plastic Coil binding	Color Coil

Die sets available for Letter punchers

Number of holes, shape	Type of binding	Type of die set
3, round	Loose-leaf binding	3-Hole
11, round	VeloBind® binding	VeloBind®
19, rectangular	Plastic Comb binding	Plastic Bind
32, square	Wire binding	Wire 3:1 (3 holes/inch)
44, round	Plastic Coil binding	Color Coil

Empty the chip tray

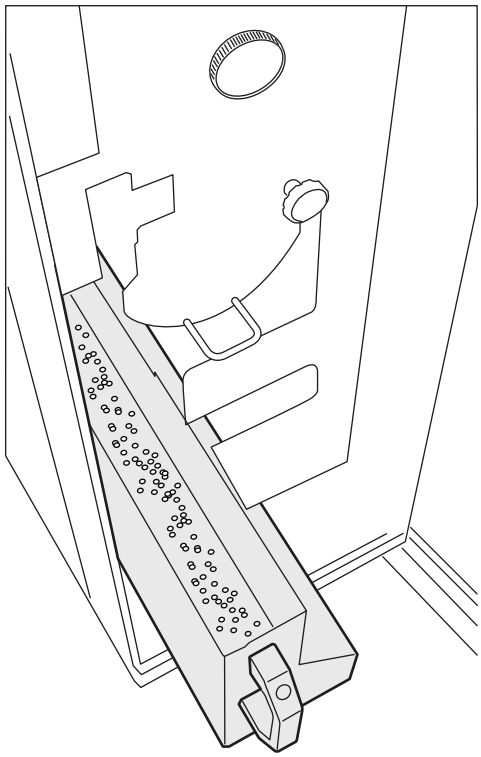
Introduction

The chip tray contains the paper chips that result from the punching process. The chip tray is located at the lower left-hand side of the puncher (see *'Main parts'* on page 228).

When to do

The printer stops when the chip tray is full. The operator panel displays a message. The message asks you to empty the chip tray of the puncher.

Illustration



[125] Empty the chip tray

Empty the chip tray

1. Open the front door of the puncher.

Note:
Make sure that you empty the chip tray while the power switch of the puncher is in the 'I' position. This enables the sensors to detect the action and automatically reset the punch counter.

2. Grasp handle K8 and pull out the chip tray.
3. Empty the chip tray.
4. Slide the chip tray back into place.
5. Close the front door of the puncher.

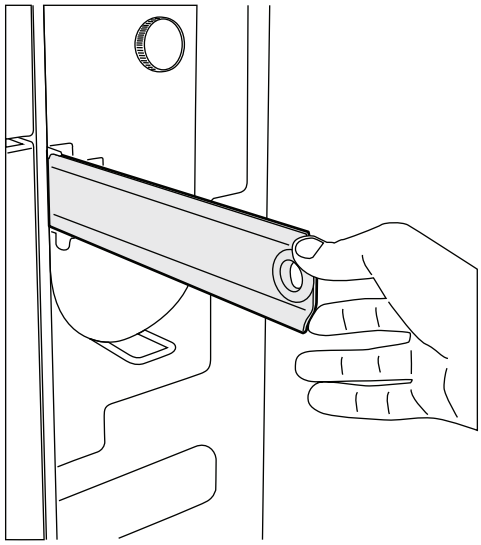
Replace a die set

Introduction

The puncher can use many different die sets to punch your documents (see *'Die sets available'* on page 231). The die set determines the punching pattern.
Please contact your puncher supplier for additional or replacement die sets.
This section describes how to remove and install a die set.

Note:
Only replace a die set when the printer is on hold.

Illustration



[126] Replace a die set

Remove and install a die set

1. Open the front door of the puncher.
2. Grasp the finger hole of the die set and pull firmly. Slide the die set out of the slot. Make sure that you support the die set with both hands.
3. If possible, put the removed die set into the storage area inside the puncher cabinet.

Caution:
The next 2 steps include a possible pinching hazard! Keep your fingers and other body parts away from the die set slot and the die set pins.

4. Support the die set with both hands and slightly slide the die set into the slot.
5. Grasp the finger hole of the die set and push until the die set locks. A firm push can be required.
6. Close the front door of the puncher.

Service information

Inspect the die sets

Introduction

Die sets have a life expectancy of approximately 500,000 punched sheets. The life expectancy depends partially on the used media types. The life expectancy of the die sets can increase, for example:

- When you observe the lubrication schedule (see *'Lubricate the die sets'* on page 238).
- When you punch the same media type most of the time.
- When you punch less cover stocks.

You must periodically inspect the die sets for wear. The result of the inspection can be one of the following.

- The die set is not worn. You can continue to use the die set.
- The die set shows signs of wear. You must replace the die set.

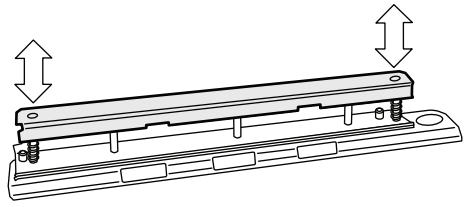
Note:
When a die set reaches the end of life, the die set can cause paper jams.

When to do

Inspect the die sets after 500,000 punched sheets and consequently each time you lubricate the die sets.

Note:
See *'Replace a die set'* on page 234 for information about how to remove and insert a die set into the die set slot.

Illustration



[127] Inspect the die sets

Inspect the die sets

1. Put the die set on a table.
2. Put your hands on both ends of the die set and push the top plate straight down. Check if the die set functions smoothly. If not, the die set is worn.
3. When the die set seems OK, insert the die set into the die set slot.
4. Run a number of sheets through the machine and inspect the holes.
   - The holes must be clean and even. Torn or frayed edges indicate wear.
   - The holes must be punched completely. Chips that are still attached to the holes indicate wear.
   - The holes must be straight, evenly spaced from the paper edge and correctly aligned. Skewed holes indicate wear.

Lubricate the die sets

Introduction

The die sets have a life expectancy of approximately 500,000 punched sheets. However, when you lubricate the die sets on a regular basis, the life expectancy can increase. You must regularly lubricate the following parts.

- The punch pins.
- The shoulder bolts and springs.
- The felt oil pad, if applicable.

Some die sets have a felt oil pad that must be lubricated. The following table indicates which types of die set do or do not have a felt oil pad.

Types of die sets with and without a felt pad

Type	Description	Die sets
1	No felt oil pad	2-, 3-, 4-Hole and VeloBind®
2	A felt oil pad on 1 side, including a magnet and retaining plate	2:1 and 3:1 Wire (round and square holes)
3	A felt oil pad surrounds the punch pins	19-, 20-, 21-Hole comb 44-, 47-Hole coil

When to do

- Lubricate the punch pins every 50,000 punched sheets.
- Lubricate the shoulder bolts and springs every 200,000 punched sheets.

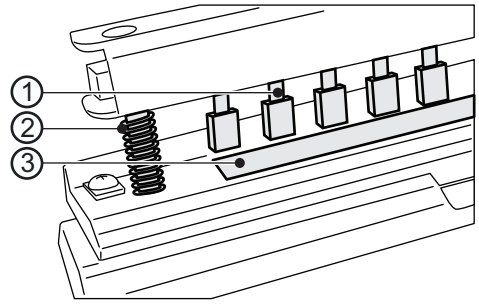
Required tool

- Use a high quality machine oil to lubricate the die sets.

Attention:
Do not use an aerosol (spray) type of oil. This type of oil leaves a sticky residue on the pins and attracts paper dust.

Note:
See *'Replace a die set'* on page 234 for information about how to remove and insert a die set into the die set slot.

Illustration



[128] Lubrication points

1. Punch pins
2. Shoulder bolts and springs
3. Felt oil pad

Lubricate the punch pins

1. Push the die set down until the punch pins protrude from the bottom plate.
2. Apply a drop of oil to the end of each punch pin.
3. Wipe down the punch pins.
   Make sure that a thin layer of oil remains on the punch pins.

Lubricate the shoulder bolts and springs

1. Apply a thin layer of oil on the shoulder bolts and springs.
2. Wipe down the shoulder bolts and springs.
   Make sure that a thin layer of oil remains on the shoulder bolts and springs.

Lubricate the felt oil pad

1. Apply a thin layer of oil along the whole felt oil pad.
   Make sure that felt oil pad does not become oversaturated.

Troubleshooting

Introduction

When a paper jam occurs in the puncher, the printer will stop printing and go on hold. The printer operator panel displays a message that asks you to remove the sheets from the puncher. The printer operator panel does not display the required actions step by step. Therefore, you must check the following places for jammed media.

- The bypass
- The downward paper path
- The die set
- The bottom of the paper path
- The upward paper path.

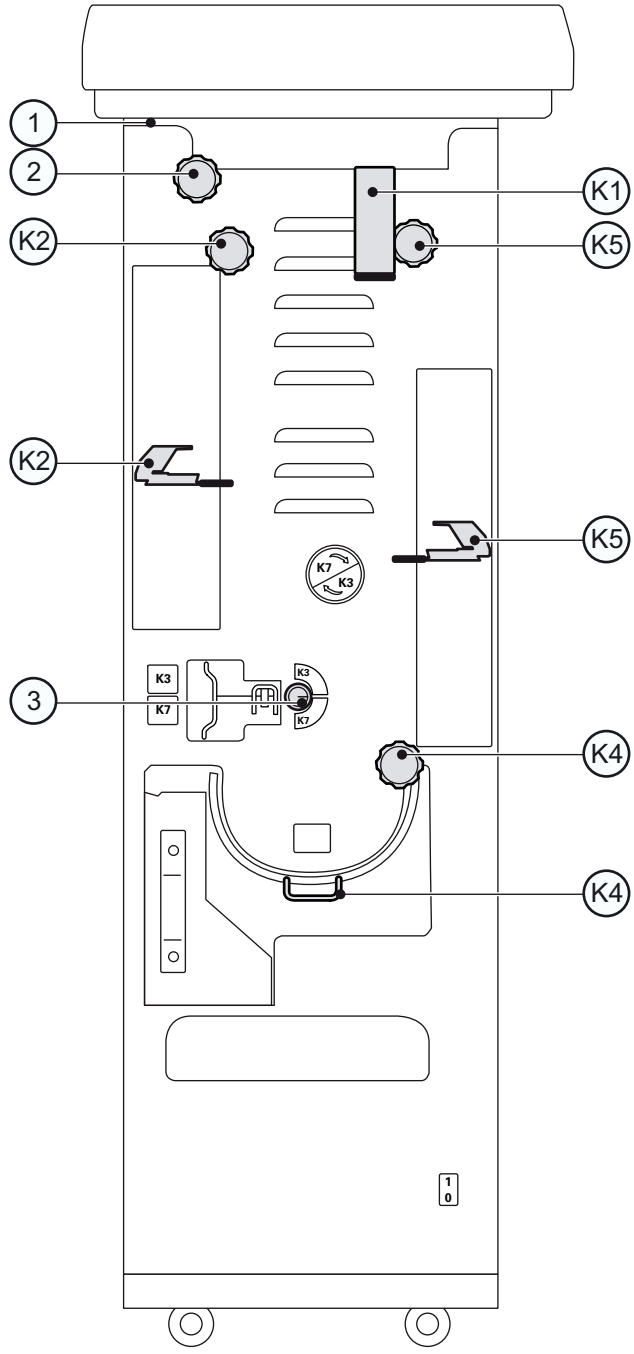
Besides a paper jam, there are other possible problems the puncher can face. This section describes the actions you must take to solve the problems.

Solve a problem

Solve a problem

Problem	Solution
The puncher does not punch	■ Check if the power switch of the puncher is in the 'I' position. ■ Check if the power cord is correctly attached to the back of the puncher. ■ Check if the power cord is correctly plugged into the wall socket.
You cannot easily pull out the die set	The die set is in a partial cycle. Turn knob K3/K7 clockwise until the puncher is in the home position. Then the black lines on the knob (3) and the frame are aligned. The die set should now slide out easily.

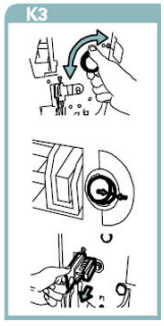
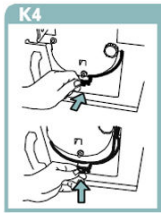
Illustration



[129] Clear a paper jam

Clear a paper jam

1. Open the front door of the puncher.
2. Check if the chip tray is not too full.
3. Follow the steps in the table.

Area	Description
	Check the bypass: ■ Lift lever K1. ■ Check for jammed media in the bypass, the entrance guide (1) and the diverter (2).
	Check the downward paper path: ■ Open latch K2. ■ Check for jammed media. ■ If necessary, turn knob K2 anti-clockwise until the paper falls down.
	Check the die set: ■ Turn knob K3/K7 clockwise until the puncher is in the home position. Then the black lines on the knob (3) and the frame are aligned. ■ Slide the die set out. ■ Check for jammed media. ■ Put the die set back.
	Check the bottom of the paper path: ■ Press lever K4 inward and lower the U-channel. ■ Check for jammed media. ■ If necessary, turn knob K4 until the paper falls down.
	Check the upward paper path: ■ Open latch K5. ■ Check for jammed media. ■ If necessary, turn knob K5 clockwise until the paper falls down.

4. Close K1, K2, K4 and K5.
5. Close the front door of the puncher.

Specifications

Summary of the main specifications

Item	Specifications for 115 V machines	Specifications for 230 V machines
Supported media sizes	Letter (8.5" x 11")	A4 (210 mm x 297 mm)
Supported media weights	20 lb. bond to 80 lb. cover	75 g/m² to 216 g/m²
Media through the by-pass	All media that the printer supports	All media that the printer supports
Punch edge	11"	297.4 mm
Punch capacity	1 sheet	1 sheet
Power supply	115 V, 60 Hz, single phase	230 V, 50 Hz, single phase
Electrical	■ BTUs/hour: 1160 BTU/HR ■ Watts: 300 W	■ BTUs/hour: 1160 BTU/HR ■ Watts: 300 W
Safety certification	TÜV according to UL 60950-1 First Edition/CAN/CSA-C22.2 No. 60950-1 IEC60950-1	TÜV/GS, CE according to EN60950-1:A11 IEC60950-1
Dimensions H x D x W	44.6" x 28.2" x 13.0"	1,134 mm x 716 mm x 330 mm
Weight	165 lbs.	75 kg
Shipped weight	254 lbs.	115.5 kg

iBLM (integrated Booklet Maker)

Create a booklet with the iBLM

Introduction

If your machine has the optional integrated booklet maker (iBLM), you can use the 'Copy job' function to create a sorted, folded and stapled booklet. You can also use the 'Combined copy job' function (see *'Combine subsets into one document '* on page 120) to create a booklet . There are 4 locations where you can create booklets.

1. The operator panel.
2. The printer driver.
3. PRISMAaccess or PRISMAprepare.
4. Drivers that use Océ Job Ticket, PostScript or PCL.

When you use A4 / Letter for the booklet maker, make sure that you load A4 or Letter over the short edge feed (SEF). The booklet maker can only process paper that is fed over the short edge ( ).

In the 'Output' section, you can access the 'Booklet' function in the 'Layout' settings. If you put A4 paper into the automatic document feeder and one of the paper trays contains A3 paper, the following settings in the 'Output' section are set automatically.

- The'Media' setting in is set to A3.
- The 'Output location' setting is set to Booklet maker.

Note:
You can select A4 for the 'Media' setting instead of A3. The 'Zoom' setting is then set to 70.7% if you loaded A4 paper over the short edge feed (SEF) into one of the paper trays.

Before you begin

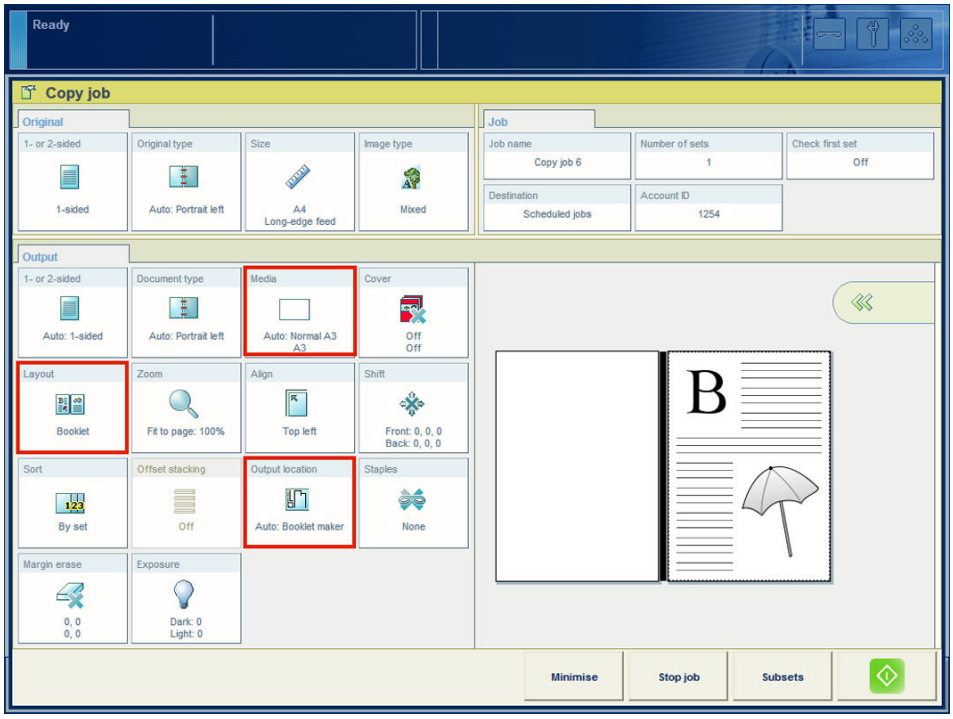
- Remove all staples from your originals.
- Remove the paper clips.
- Make sure that the originals in the automatic document feeder have the same size.
- Make sure that the automatic document feeder does not contain more than 75 sheets (80 g/m² or 20 lb bond).
- Make sure that the originals are not curled.

Note:
When you use insert covers, you must load the media face up, header down.

Note:
If your machine does not have the optional integrated booklet maker, you can still create a booklet. In the 'Layout' setting, select 'Booklet'. The system produces sorted prints that you must fold, cut and staple by hand to get a booklet.

Note:
The machine allows you to copy originals that already have a booklet layout. When you copy originals with a booklet layout, you must set the 'Layout' to 'Normal'. There is no need to set the 'Layout' setting to 'Booklet' because your originals are already in booklet form.

Illustration



[135] Create a booklet

How to create a booklet with the copy function

1. Put the originals face down and in readable form into the automatic document feeder or put one original on the glass plate.
2. On the operator panel, press the 'Copy/Scan' button.
3. Press 'Copy job' or 'Combined copy job'.
4. Press the 'Layout' button and select 'Booklet'.
   The preview pane displays the booklet layout.
5. If required, define the other settings in the 'Original'and the 'Output' section .
6. If required, enter the generic parameters in the 'Job' section.
7. Press the Start button .

Chapter 7
Keep the printer running

Finisher: Add staples

Introduction

The optional finisher *'The output locations'* on page 32 on top of the stacker can staple your jobs. The finisher contains 2 staplers. Both staplers are located inside the finisher. Stapler 1 is located at the back side. Stapler 2 is located at the front side.
This section describes how to add staples.

When to do

When a staple cartridge is empty or almost empty *'Check the status of the staple cartridges'* on page 173.

Note:
You can add short and long staples. It is important to add the correct staples. Use short staples when your documents contain upto 50 sheets. Use long staples when your documents contain more than 50 sheets. Only use staples of type S25 (long staples) or S37 (short staples).

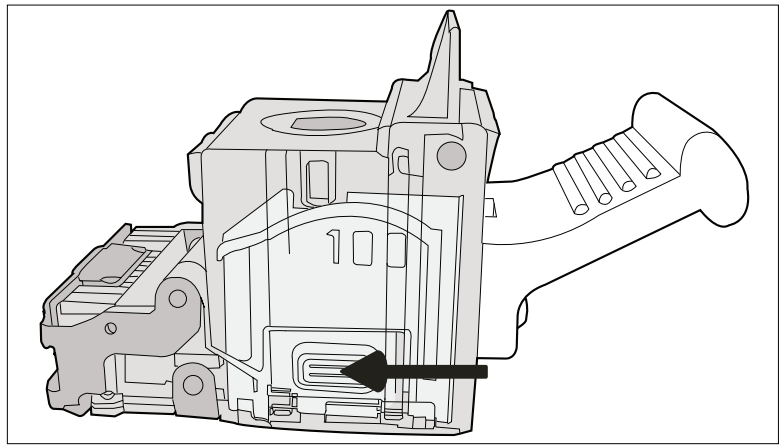
Get access to the staplers

1. Open the front door of the finisher.
2. Open top cover E1.
3. Open cover E5.
4. Lock cover E5 with the locking mechanism E6.
5. If required, slide stapler 1 to the centre. This makes the access to the cartridge holder in stapler 1 easier.

Add staples

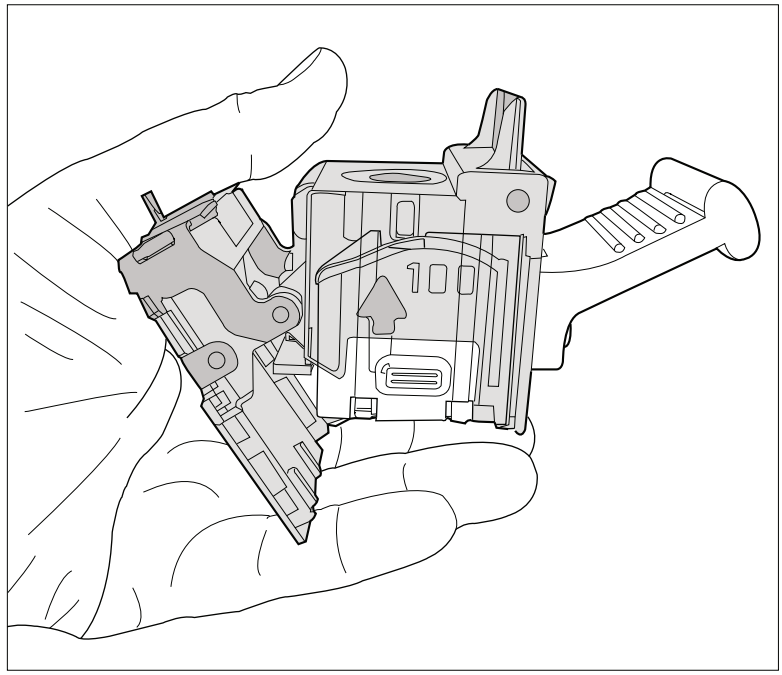
1. Remove the cartridge holder from the stapler.

2. Press the striped release buttons at both sides of the cartridge holder to unlock the lower cover.



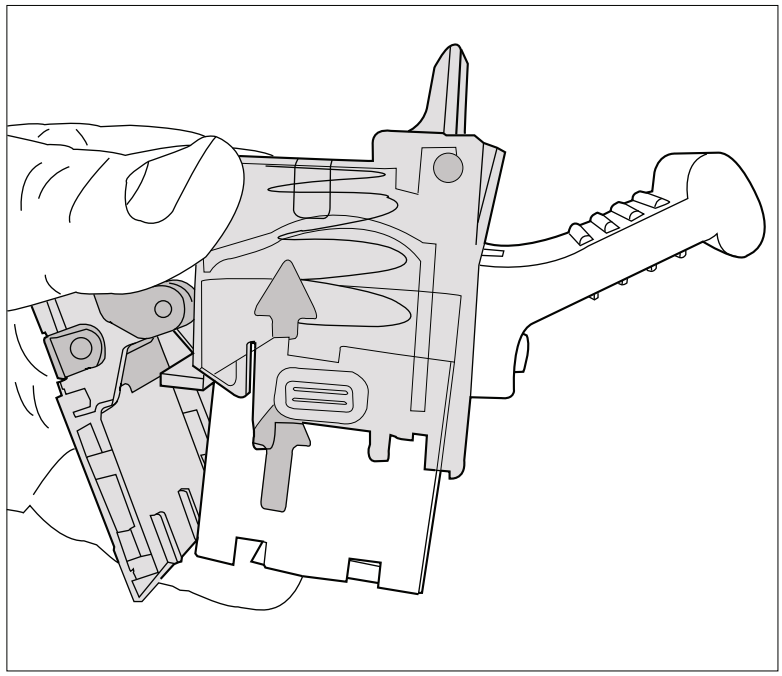
[136] Press the 2 release buttons simultaneously

The lower cover opens.



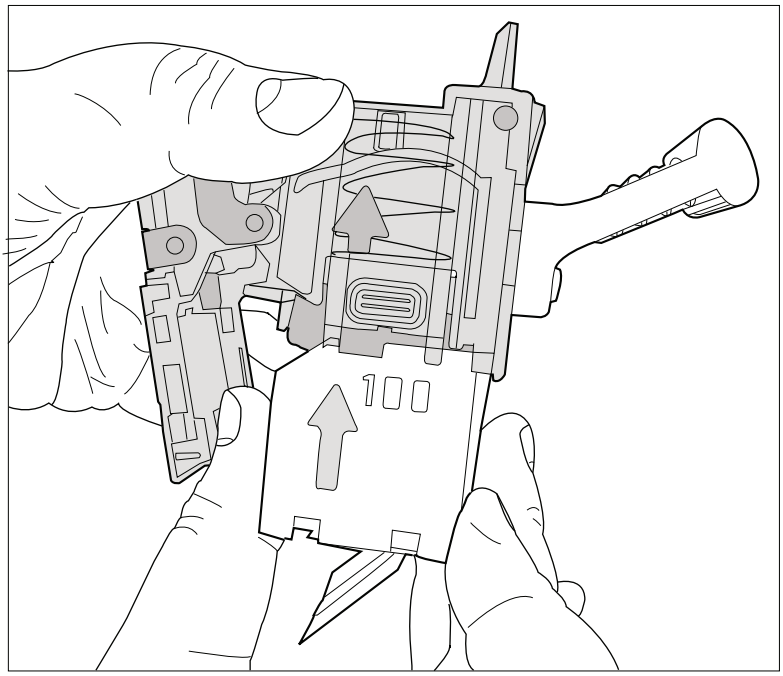
[137] The lower cover opens

3. Remove the empty staple cartridge in the opposite direction of the arrow.



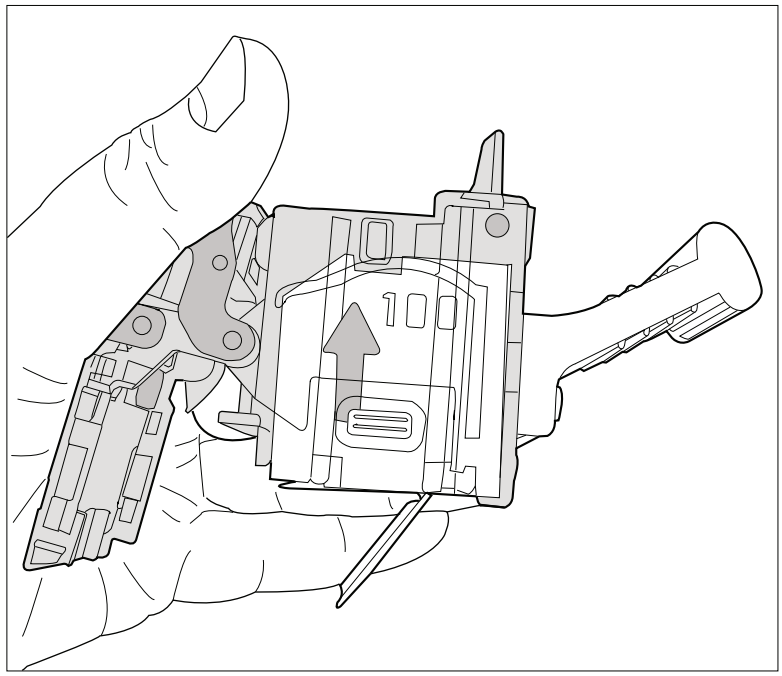
[138] Remove the staple cartridge

4. Slide a new staple cartridge into the cartridge holder, in the direction of the arrow.



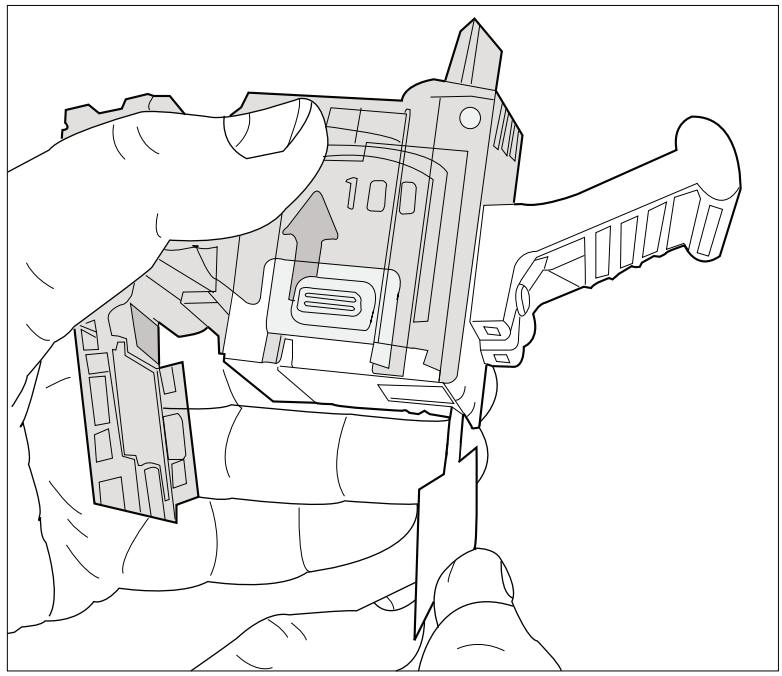
[139] Place a new staple cartridge

5. Push the staple cartridge into the cartridge holder until the cartridge clicks into place.



[140] Firmly push the staple cartridge into the holder

6. Remove the paper ribbon that secures the staples in the staple cartridge.



[141] Remove the paper ribbon

7. Close the lower cover.
8. Place the cartridge holder in the stapler.

Close the doors and covers

1. Hold cover E5 while you unlock E6.
2. Close cover E5.
3. Close top cover E1.
4. Close the front door of the finisher.

Stacker/stapler (iMFS): Replace the staple cartridge

Introduction

The optional stacker/stapler (see *'The output locations'* on page 32) contains 1 stapler that can put 1 or 2 staples into a document. This section describes how to replace the staple cartridge.

Note:
Only use staples of type S36.

Replace the staple cartridge

1. Open the front side of the stacker/stapler.
2. Pull the metal staple unit that contains the staple cartridge towards you.
3. Push and hold the little amber lever to the left to unlock the staple unit.
4. Pull the white, right-hand side of the staple unit towards you, at an angle of 90 degrees.
5. Hold the little metal ridge at the top of the staple unit to prevent that the staple unit slides to the front.
6. Take the staple cartridge from the holder and insert a new staple cartridge.
7. Push the little amber lever to the left to move the staple unit up again.
8. Close the front side of the stacker/stapler.

iBLM (Booklet maker): Replace the stapler cartridges

How to replace the stapler cartridges of the staplers 4 and 5

1. Open the top right cover of the booklet maker.
2. Use the handle of the top left cover to lift the top left cover.
   The staplers 1 and 2are located next to each other.
3. Tilt the stapler cartridge forward.
4. In the same movement, remove the stapler cartridge from the stapler.
5. Take a new cartridge, type S23.
6. Remove the packing material.
7. Slide the stapler cartridge into the stapler.
8. Press until the stapler cartridge clicks into place.
9. Close the top left cover of the booklet maker.
10. Close the top right cover of the booklet maker.

Add toner

Introduction

Add the toner when the operator panel indicates that toner is required (see *'Check the status of the toner reservoir'* on page 172).

This section describes the following.

- Access the toner reservoir
- Add toner
- Confirm that you added toner.

Attention:
Only use F3/F11 toner.

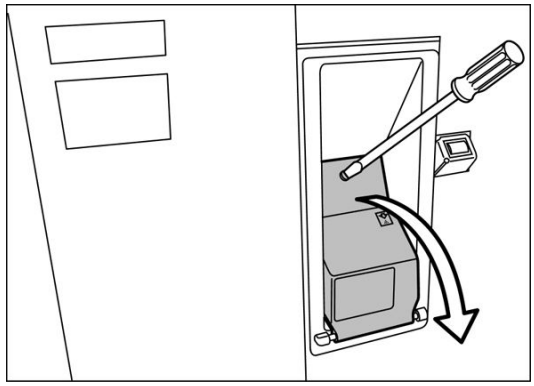
Attention:
Never add more than 2 bottles at a time.

Attention:
The machine must be switched on to add the toner.

Attention:
If you spill toner, refer to the Safety data sheets in Safety manual for information about the removal and cleaning.

Access the toner reservoir

1. Open the left front door of the machine.



[142] Open the front door

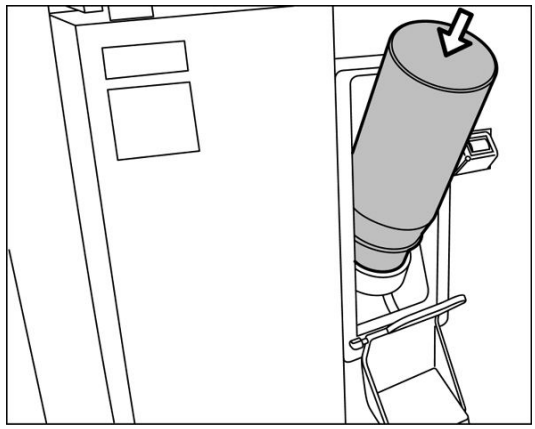
2. To open the reservoir, turn the screw of the toner reservoir anti-clockwise with a screwdriver or coin.
3. Pull the cover of the toner reservoir towards you.
4. Remove the cover of the toner reservoir.

Add toner

1. Shake the toner bottle well (see the instructions on the bottle).
2. Remove the screw cap from the bottle.

Note:
Do not remove the seal from the bottle.

3. Check the ridge first to put the bottle into the right position. Then push the toner bottle into the toner reservoir. Remember that you can not rotate the bottle when the bottle is in the toner reservoir.



[143] Push the bottle into the reservoir

4. Remove the bottle when the bottle is empty. Be careful, do not spill toner.
5. Put the cap back on the empty toner bottle.
6. Close the cover of the toner reservoir.
7. Close the left front door.

Confirm that you added toner

Note:
The machine has no sensor that detects that you added toner. Therefore, you must manually confirm that you added toner.

1. On the operator panel, press the button for the 'System' view.
2. Select 'Printer'.
3. In the 'Toner' section, press the button for 'Refill toner'.

Troubleshooting

Introduction

The main types of possible errors are the following.

- Errors that relate to the machine
- Errors that relate to the jobs

This section gives an overview of the possible errors and the solutions to these errors.

Note:
Only operators who received the special maintenance training are allowed to replace or clean parts and solve paper jams in the process units.

Overview of the possible machine errors

Handle the machine errors

Error	Solution	Additional information
Paper jam	Follow the instructions on the operator panel.	After you solved the error, the machine starts from the point where the printing stopped due to the error. Please check for double prints.
Software error	Follow the instructions on the operator panel.	A message on the operator panel will indicate that you must restart the machine.
Service required	Follow the instructions on the operator panel.	A message on the operator panel will indicate that you must call Service.
Unit reconditioning	Follow the instructions on the operator panel.	After an error was solved, the machine checks if the print job can continue from the point where the printing stopped. When you use cyclic media, you must probably remove a couple of sheets.
The system cannot determine if the output is complete	Follow the instructions on the operator panel and check the output.	The system can sometimes not determine if the output is complete. Then you must check the output. Press the 'OK' button when the output is complete.

Overview of the possible job errors

Handle the job errors

Error	Solution	Additional information
The required supplies are not available	Add the required supplies (media, toner and staples) before the machine stops printing.	The dashboard helps you to determine when the supplies are required.
The defined combination of job settings is not possible	■ The controller corrects the settings. ■ You must define a correct combination of job settings in the 'Properties' section of the 'Jobs' view on the operator panel.	The solution depends on the place where the job settings are defined. ■ When the job settings are defined in an application or printer driver, the controller automatically corrects the settings. ■ When you define the job settings on the operator panel, the operator panel displays a message that the defined combination is not possible. The 'OK' button is disabled.

Appendix A
Miscellaneous

Product specifications

Note:
The media specifications in the following table are based on plain paper of 80 g/m² or 20 lb bond.

Overview of the main product specifications

Product specifications

Item	Specification
Print speed	Océ VarioPrint® 4110: ■ 106/106 images/minute (A4/Letter simplex/duplex) ■ 51/51 images/minute (A3/Ledger simplex/duplex) Océ VarioPrint® 4120: ■ 120/120 images/minute (A4/Letter simplex/duplex) ■ 51/51 images/minute (A3/Ledger simplex/duplex)
Supported media sizes	■ Minimum 203 mm x 203 mm ■ Maximum 305 mm x 457 mm
Supported media weights	■ 50 - 250 g/m² for Océ recommended media ■ 60 - 200 g/m² for other media
Printable area	Long edge: maximum 457 mm Short edge: maximum 305 mm
Active registration	< 0.5 mm
Input capacity per paper module	■ Paper module 1, 4 trays, 4600 sheets 2 x 600 sheets 2 x 1700 sheets ■ Paper module 2, 3 trays, 4000 sheets (optional) 1 x 600 sheets 2 x 1700 sheets ■ Optional duo tray in the 1700 sheets trays (only A4/Letter). Increase of capacity 1700 sheets per tray. When you have 2 paper modules you can install 4 duo trays. Your capacity increases with 6800 sheets.

Item	Specification
Output capacity per output location	■ Stacker/stapler: Output tray: 2,000 sheets Upper output: 250 sheets ■ Stacker: 6,000 sheets (2 x 3,000) ■ Finisher: 4,500 sheets
Supported media sizes per output location	■ Stacker/stapler, output tray (stapled sheets): Long edge: 203 mm - 457 mm Short edge: 203 mm - 297 mm ■ Stacker/stapler, output tray (unstapled sheets): Long edge: 203 mm - 457 mm Short edge: 203 mm - 320 mm ■ Stacker/stapler, upper output: Long edge: 178 mm - 488 mm Short edge: 203 mm - 320 mm ■ Stacker: All media sizes between 203 mm x 203 mm and 320 mm x 457 mm ■ Finisher: Long edge: 275 mm - 306 mm Short edge: 208 mm - 220 mm
Stapling capacity	■ Finisher: 100 sheets ■ Stacker/stapler: 50 sheets.
Toner	Océ VarioPrint 41xx toner
Print resolution	600 x 1200 dpi
Copy/scan resolution	600 x 600 dpi
Screen frequency	141 lpi
Warm-up time	< 15 minutes
Network connectivity	10/100 Mbit and 1 Gbit Ethernet
Network protocols	■ TCP/IP ■ IPX ■ SMB ■ e-NPDS over TCP/IP

Item	Specification
Higher level protocols	■ LPR/LPD for job submission (socket 9100) ■ Socket printing ■ SNMP v1-v3
Supported PDLs	■ Adobe® PostScript® 3™ / streaming PostScript® ■ PCL 6 (combines PCL5e and PCL XL) ■ PDF 1.7 ■ IPDS (port 5001) ■ Xerox® PPP support
Supported applications	■ Océ VarioPrint® 4110/4120 printer driver ■ Océ DocWorks ■ Océ PRISMAprepare ■ Océ PRISMAaccess ■ Océ PRISMAproduction ■ Océ PRISMAsatellite for ERP ■ Océ Document Designer ■ Océ PRISMAoffice ■ Océ CountLogic ■ Océ JobSubmitIt

Reader's comment sheet

Questions

Have you found this manual to be accurate?
O Yes
O No

Were you able to operate the product, after reading this manual?
O Yes
O No

Does this manual provide sufficient background information?
O Yes
O No

Is the format of this manual convenient in size, readability and arrangement (page layout, chapter order, etc.)?
O Yes
O No

Could you find the information you were looking for?
O Always
O Most of the times
O Sometimes
O Not at all

What did you use to find the required information?
O Table of contents
O Index

Are you satisfied with this manual?
O Yes
O No

Thank you for evaluating this manual.
If you have other comments or concerns, please explain or suggest improvements overleaf or on a separate sheet.

Comments:

Date:

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For the attention of ITC User Documentation.
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5900 MA Venlo
The Netherlands

Send your comments by E-mail to: itc-userdoc@oce.com

For the addresses of local Océ organisations see: http://www.oce.com

Addresses of local Océ organisations

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Océ-Belgium N.V./S.A. J. Bordetlaan 32 1140 Brussel **Belgium** http://www.oce.be/	Océ-Brasil Comércio e Indústria Ltda. Av. das Nações Unidas, 11.857 Brooklin Novo São Paulo-SP 04578-000 **Brasil** http://www.oce-brasil.com.br/
Océ-Canada Inc. 4711 Yonge Street, Suite 1100 Toronto, Ontario M2N 6K8 **Canada** http://www.oce.ca/	Océ Office Equipment (Shanghai) First Shanghai Center, Phase II, Building 4, Lane 180, Zhangheng Road Pudong District Shanghai 201204, P.R. **China** http://www.oce.com.cn/
Océ-Czech Republic ltd. Babická 2329/2 149 00 Praha 4 **Czech Republic** http://www.oce.cz/	Océ-Danmark a/s Vallensbækvej 45 2605 Brøndby **Denmark** http://www.oce.dk/
Océ Finland OY Niittyrinne 7 02270 Espoo **Finland** http://www.oce.fi/	Océ-France S.A. 32, Avenue du Pavé Neuf 93882 Noisy-le-grand, Cedex **France** http://www.oce.fr/

Océ-Deutschland GmbH Solinger Straße 5-7 45481 Mülheim/Ruhr **Germany** http://www.oce.de/	Océ-Hong Kong and China head office Room 3711-18 Tower 1 Millennium City 1 388 Kwun Tong Road Kwun Tong Kowloon **Hong Kong** http://www.oce.com.hk/
Océ-Hungaria Kft. H-1241 Budapest Pf.: 237 **Hungary** http://www.oce.hu/	Océ-Ireland Ltd. 3006 Lake Drive Citywest Business Campus Saggart Co. Dublin **Ireland** http://www.oce.ie/
Océ-Italia S.p.A. Strada Padana Superiore 2/B 20063 Cernusco sul Naviglio (MI) **Italia** http://www.oce.it/	Océ Japan Corporation 1-28-1, Oi Shinagawa-ku Tokyo 140-0014 **Japan** http://www.ocejapan.co.jp/
Océ-Belgium S.A. Rue Astrid 2/A 1143 **Luxembourg**-Belair http://www.oce.lu/	Océ Malaysia Sdn. Bhd. #3.01, Level 3, Wisma Academy Lot 4A, Jalan 19/1 46300 Petalig Jaya Selangor Darul Ehsan **Malaysia** http://www.ocemal.com.my/
Océ-Mexico S.A. de C.V. Prolongación Reforma 1236, 4to Piso Col. Santa Fé, Del. Cuajimalpa C.P. 05348 México, D.F. **México** http://www.oceusa.com/	Océ-Norge A.S. Postboks 4434 Nydalen Gjerdrums vei 8 0403 Oslo **Norway** http://www.oce.no/

Océ-Poland Ltd. Sp.z o.o. ul. Bitwy Warszawskiej 1920 r. nr. 7 02-366 Warszawa **Poland** http://www.oce.com.pl/	Océ-Portugal Equipamentos Gráficos S.A. Av. José Gomes Ferreira, 11 Piso 2 - Miraflores 1497-139 Algés **Portugal** http://www.oce.pt/
Océ Singapore Pte Ltd. 21 Ubi Road 1 #05-01 Brilliant Building **Singapore**408724	
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Océ-Schweiz AG Sägereistrasse 10 CH8152 Glattbrugg **Schweiz** http://www.oce.ch/	Océ (Thailand) Ltd. B.B. Building 16/Floor 54 Asoke Road Sukhumvit 21 Bangkok 10110 **Thailand**
Océ-Nederland B.V. P.O.Box 800 5201 AV 's-Hertogenbosch **The Netherlands** http://www.oce.nl/	Océ (UK) Limited Océ House Chatham Way Brentwood, Essex CM14 4DZ **United Kingdom** http://www.oce.co.uk/
Océ North America Inc. 100 Oakview Drive Trumbull, CT 06611 **USA** http://www.oceusa.com/	

Note:
The web site http://www.oce.com gives the current addresses of the local Océ organisations and distributors.

Note:
The addresses of local Océ organisations for information about the Wide Format Printing Systems and the Production Printing Systems can be different from the addresses above. Refer to the web site http://www.oce.com for the addresses you need.

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